

**ECONOMIC AND COMMUNITY DEVELOPMENT
OF THE COMMON COUNCIL
125 East Avenue
P.O. Box 5125
Norwalk, CT 06856**

TO: MEMBERS, ECONOMIC AND COMMUNITY DEVELOPMENT COMMITTEE OF THE
COMMON COUNCIL

FROM: JOSH GOLDSTEIN, CHAIRMAN

DATE: SEPTEMBER 17, 2024

RE: MEETING NOTICE

The Special Meeting of the Economic & Community Development Committee is scheduled for Thursday, September 19, 2024, at 7:00pm. To allow public access, anyone may access a meeting by telephone, Zoom, and/or the City of Norwalk YouTube channel. Specific instructions and links can be found at www.norwalkct.org/meetings.



Members of the public may call in to participate. Callers will not be able to see the meeting participants. All participants will be muted upon entering the meeting. To speak, dial *9 on the phone and you will be called on by the host of the meeting during the public comment section. All speakers must state their name and address. Comments must be on a topic on the agenda and are limited to three minutes. Anyone disrupting the orderly conduct of the meeting, including by using threatening, hateful, or sexually explicit language, will be removed. Please find the information using the link above.



Members of the public who wish to provide "live comments" may also use the Zoom meeting platform. All participants will be muted upon entering the meeting. To speak, click the "raise your hand indicator" and you will be called by the host of the meeting during the public comment section. All speakers must state their name and address. Comments must be on a topic on the agenda and are limited to three minutes. Anyone disrupting the orderly conduct of the meeting, including by using threatening, hateful, or sexually explicit language, will be removed. Please find the information using the link above.



Members of the public who wish to view the meeting, but are not participating, can view a live stream on the City of Norwalk YouTube channel. This stream is delayed by approximately 20 seconds. Please find the information using the link above. The meeting recording and minutes will be posted on the City of Norwalk website within seven (7) days after the meeting.



Members of the public who wish to provide public comment are encouraged to submit those via email in advance of the meeting. For these comments to be included into the record, they must be submitted by 12:00 p.m. the day of the meeting. Please email Sabrina Godeski at sgodeski@norwalkct.gov with the subject line "Public Comment" to provide written public comment prior to the meeting.

**ECONOMIC AND COMMUNITY DEVELOPMENT COMMITTEE OF THE COMMON COUNCIL
SPECIAL MEETING
SEPTEMBER 19, 2024 @ 7:00PM
AGENDA**

CALL TO ORDER

ROLL CALL

PUBLIC PARTICIPATION

I. ADMINISTRATION

- A. Approval of the Minutes of August 1st, 2024 regular meeting.
- B. Approval of the Minutes of August 1st, 2024 Special Joint Meeting

II. NEW BUSINESS

A. REDEVELOPMENT AGENCY

- 1. Authorize the Mayor, Harry W. Rilling to execute any and all documents for submission of the PY49 CAPER to HUD.
- 2. Authorize the Mayor, Harry W. Rilling, to execute an agreement for a five-year extension of the contract designating the Norwalk Redevelopment Agency as the administrator of the City's annual CDBG entitlement grant.

B. ECONOMIC AND COMMUNITY DEVELOPMENT

- 1. Authorize the purchase of a 2024 PackMan Landing Craft for the Harbormaster from Munson Boats in an amount not to exceed one hundred ninety-eight thousand, one hundred forty-nine dollars (\$198,149) via sole source procurement.
ACCT: 134010-5796-AEC26
- 2. Authorize the Mayor, Harry W. Rilling, to enter an agreement with ARC Documents Solutions, LLC for document digitization and cataloging in an amount not to exceed \$284,995.50.
ACCT: 133710-5796-AEC12
0922 3730 5777 C0801

III. OLD BUSINESS

ADJOURNMENT

**CITY OF NORWALK
ECONOMIC AND COMMUNITY DEVELOPMENT COMMITTEE
OF THE COMMON COUNCIL
SPECIAL MEETING
AUGUST 1, 2024**

ATTENDANCE: Joshua Goldstein; Chair, Heather Dunn, Jim Frayer, Barbara Smith, Lisa Shanahan, Jalin Sead, Darlene Young

STAFF: Sabrina Godeski

OTHER: Todd Kallanbach; DKA, Brian Kaspr; Chair, Arts and Culture Committee

CALL TO ORDER

Mr. Goldstein called the meeting to order at 8:23 p.m.

ROLL CALL

Roll call was listed as stated above.

PUBLIC PARTICIPATION

Diane Lauricella
21 Little Fox Lane

Ms. Lauricella requested the commission return to the drawing board and not approve the West Street mural project replacing the vines. She listed her reasons for wanting the project to return to the drawing board. She cited the expense of bringing in and housing the two artists and their assistants. She was displeased by the fact the artists chosen were neither local nor regional. She felt it mirrored the same problem they had with the yellow ribbon (the Vines). She was also curious to know the cost of removing the sculpture and site clean-up.

I. ADMINISTRATION

A. Approval of the Minutes of June 6, 2024 regular meeting.

**** MS. SHANAHAN MOVED TO APPROVE THE MINUTES OF THE PREVIOUS MEETING**

Mr. Goldstein stated in New Business, that the third paragraph to clarify Mr. Goldstein said it should read the council. On page two Himes should be changed to Heims. He also noted that AARP should be changed to ARPA.

**** THE MINUTES PASSED UNANIMOUSLY AS AMENDED.**

II. NEW BUSINESS

A. BUSINESS DEVELOPMENT AND TOURISM

**1. Authorize the Mayor, Harry W. Rilling, to execute all documents to renew the contract for Marketing Services between the City of Norwalk and Dorenborg Kallenbach Advertising, LLC for one hundred and fifty thousand dollars (\$150,000) for one year. –
Sabrina Godeski & Tod Kallenbach
ACCT: 01-37-80-5258**

**** MS. SMITH MOVED THE ITEM FORWARD FOR APPROVAL.**

Ms Godeski described the services and role played by DKA for the city of Norwalk. For the sake of time, the PowerPoint presentation was eliminated.

Ms. Dunn was told that DKA is located in Bloomfield, CT.

**** THE MOTION PASSED WITH SIX IN FAVOR AND ONE ABSTENTION
(HEATHER DUNN).**

Items two and three were read into the record and moved together.

****` MS. SMYTH MOVED THE ITEMS FORWARD.**

Ms. Godeski explained this was an Arts and Cultural Committee item that had to go to the council. She explained the process leading up to the current point including financing, budget, artist selection, design, and public opinion.

Mr. Kaspr discussed the artist selection process which involved an open call. The call yielded one hundred artists which were narrowed down by a subcommittee to five and from there to three. Of those three one was chosen.

Ms. Godeski stated pending approval the Vines would be coming down next week at a cost of \$14,000. She noted the pieces were being put into storage until they could be placed in alternate locations. Ms. Godeski then explained that pending approval the artists would begin work on Labor Day Weekend.

Mr. Kaspr explained the initial pricing and various elements used to trim the price. He indicated the cost for the 20,000 sq. ft. project was half the going rate.

Ms. Godeski answered Ms. Smyth stating that the money was approved in the Capital Budget last year. Mr. Kasper answered Ms. Smyth's question about local artists. He pointed out there were not many local artists who answered the open call. He also stated selections were made based on the artwork alone, not on who the artist was or where they were from. Ms. Godeski did note they were doing other projects using hyper-local artists.

Ms. Young wanted to know how the mural would connect South Norwalk to Wall Street. Mr. Kaspr explained unlike the Vines the mural could potentially create an environment where people had a better opportunity to interact with the art. Ms. Young wanted to know if the artists were asked to present work with a suggested theme. Mr. Kaspr said there was a suggestion made. Ms. Godeski clarified the process for Ms. Young. Ms. Young went on to say that local artists should be provided with more high-end opportunities.

Mr. Sead wanted to know what steps were being taken to build relationships with local artists. Ms. Godeski explained the various approaches they use when looking for artists.

Ms. Smyth was concerned about the artist's safety while working. Mr. Kaspr stated the artists were renting what they needed to complete the job.

Mr. Goldstein had questions about how the colors would finally render and asked about their effect on people who are color blind. Ms. Godeski indicated there were options they could look into.

Mr. Goldstein had questions about another large project. Ms. Godeski and Mr. Kaspr clarified that it was the Fence project which was being done by a local artist.

Ms. Dunn wanted to know what makes the mural intrinsically Norwalk. She thought it was an awful large amount of money to spend without a more direct link to Norwalk. Mr. Kaspr said her concerns could be made for any design that doesn't speak to the contemporary history of Norwalk. Ms. Dunn spoke of several themes that would be more Norwalk-centric. Ms. Smyth said humpback whale aside the mural depicted the natural habitat of Norwalk. Mr. Kaspr noted that for a project of this scale, nature is hard to be upset about. He also pointed out that the image in the packet was far from what the actual mural would look like. He then went on to describe the work of both artists. Mr. Kaspr stated it would be a massive piece of art made by two nationally recognized artists and that is a huge point of pride.

2. Authorize the Mayor, Harry W. Rilling, to execute a contract with Sonny Behan to install the West Avenue Underpass Mural in an amount not to exceed ninety-one thousand seven hundred and fifty dollars (\$91,750). – Sabrina Godeski & Brian Kaspr
ACCT: 0923-3760-5777
0924-3760-5777

**** MR. FRAYER MOVED TO APPROVE THE ABOVE MOTION.**
**** THE MOTION PASSED WITH FOUR IN FAVOR, TWO OPPOSED (MS. DUNN, MR. SEAD), AND ONE ABSTENTION (MS. YOUNG).**

- 3. Authorize the Mayor, Harry W. Rilling, to execute a contract with Maranje, LLC to install the West Avenue Underpass Mural in an amount not to exceed ninety-one thousand seven hundred and fifty dollars (\$91,750) – Sabrina Godeski & Brian Kaspr**
ACCT: 0923-3760-5777
0924-3760-5777

**** MR. FRAYER MOVED TO APPROVE THE ABOVE MOTION.**
**** THE MOTION PASSED WITH FOUR IN FAVOR, TWO OPPOSED (MS. DUNN, MR. SEAD), AND ONE ABSTENTION (MS. YOUNG).**

III. OLD BUSINESS

There was no old business to discuss.

ADJOURNMENT

**** MR. FRAYER MADE A MOTION TO ADJOURN.**
**** THE MOTION PASSED UNANIMOUSLY.**

The meeting ended at 9:21 p.m.

Respectfully submitted
China Mayhew
Telesco Secretarial Services

**ECONOMIC AND COMMUNITY DEVELOPMENT COMMITTEE
AD HOC AFFORDABLE HOUSING COMMITTEE
SPECIAL JOINT MEETING
THURSDAY, AUGUST 1, 2024**

ATTENDANCE: Joshua Goldstein; Chair (ECDC), Jalin Sead: Chair (AHAHC), Heather Dunn, James Frayer, Lisa Shanahan, Nicole Edy, Barbara Smyth, Nora Neidzielski-Eichnor, Nicol Ayers, Darlene Young, Greg Burnett

STAFF: Sabrina Godeski, Michelle Andrzejewski

OTHER: Stevin Kleppin; Director of Planning and Zoning, Ashley Ley; Consultant, AFK

CALL TO ORDER

Mr. Goldstewin called the meeting to order at 7:00 p.m.

ROLL CALL

Roll was called as reflected above.

PUBLIC PARTICIPATION

Diane Lauricella
21 Little Fox Lane

Ms. Lauricella had questions as to whether the plans being discussed had anything to do with similar plans being discussed by other committees. She stated she felt the survey conducted by P&Z was biased in favor of large five to six-story buildings. She also expressed her opinion about ADU dwellings and various programs that could help seniors.

NEW BUSINESS

A. DISCUSSION

1. Review and update on the Affordable Housing Plan

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AD HOC AFFORDABLE HOUSING COMMITTEE
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THURSDAY, AUGUST 1, 2024**

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Mr. Sead indicated he was excited about the much-needed new study and his hopes to bring it before the public and use it to work with allies in Hartford and D.C. He also expressed his excitement for the opportunity to continue to hear the presentation and get input from fellow council members.

Mr. Kleppin described the nature of the study stating it would be data-driven. He stated the goal was to achieve very specific, very actionable recommendations. He indicated Ms. Andrzejewski had been overseeing the study.

Ms. Andrzejewski introduced Ms. Ley from the consulting team at AFK. Ms. Ley was brought on to prepare the housing needs assessment and affordable housing action plan. She pointed out that the plans were prepared in conjunction with Kevin Dwarka and the Pace Land Use Law Center.

Ms. Ley presented a series of slides describing what will eventually become the city's affordable housing action plan.

Her discussion covered the following:

The housing needs assessment overview and the eight key findings.

1. The city's critical need to provide affordable housing, social services, and economic pathways for very low-income households.
2. The financial burden suffered by renters and homeowners at all income levels.
3. The city of Norwalk needs to significantly expand the supply of affordable rental housing to households earning less than \$75,000.
4. The city of Norwalk needs more options for affordable home ownership.
5. Norwalk needs more housing for retail workers, public safety personnel, teachers, and hospital workers.
6. Noting the benefits of local housing It was also noted the lack of size-appropriate housing.
7. The need for two-bedroom and family-size rental apartments
8. Linking housing to transit, walkable neighborhoods, and economic development strategies.

Ms. Ley stated that the above assessment led to the Community Values Statement of making housing accessible to all. She further stated a place where residents can live and work because of the affordable, diverse housing stock that accommodates the diversity of its population.

Ms. Ley presented a slide describing the potential policy response to housing needs. She provided a brief explanation of each element in the policy. They are as follows:

- Local zoning and regulatory changes
- Public/private partnerships.
- Tax and financing innovations.
- Administration and implementation.

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- Federal and state advocacy.

Ms. Ley then discussed the steps in the process for creating a guidebook to an affordable housing plan in Norwalk.

Mr. Sead had questions about the workforce options and people moving from the city since COVID resulting in people from Norwalk getting priced out of the market. Ms. Ley addressed the pressure from people moving out of the city. She indicated that micro-grants may be a solution.

Mr. Frayer was curious about the funding of affordable housing and the pressures from people coming from out of town. He wanted to know about the possibility of the hospital and other local businesses to build employee housing. Ms. Ley said that was something that could be included under the umbrella of public/private partnerships. Ms. Ley then described the various ways that could be used to achieve that.

Ms. Young wanted to know how much land the city had to dedicate to development. Ms. Ley indicated they were analyzing under-used properties both city-owned and institutional. for this purpose.

Mr. Kleppin stated there was a workforce housing program already in place but that it only targeted one segment of that population. He also pointed out that the issues can't be resolved by Planning and Zoning alone and that the Housing Authority was working on other aspects. He discussed various zoning changes designed to increase the number of two-family dwellings in certain areas.

Mr. Kleppin also discussed various economic ramifications and how to optimize current programs.

Ms. Smyth wanted to know the plan for staying on top of all the regulations. She also wanted to know how to change the narrative that tax abatements are bad. Ms. Ley discussed various options. Mr. Sead pointed out that the issue affected everyday people who despite their making the median income were still spending up to 40% on housing. Mr. Kleppin noted the issue of the lack of available land.

Ms. Smyth had a question about the impact of the AirBnB market in the area. Mr. Kleppin stated that there were some complaints in communities but the problem wasn't prolific.

Mr. Burnett had a question directed to Ms. Ley and Mr. Kleppin as to whether any data research collected was specific to Norwalk. Ms. Ley stated the trends seen in Norwalk were comparable with the sister cities in the region. Mr. Kleppin stated he had notes on the subject and would email them to Mr. Burnett.

Ms. Dunn questioned what family size entailed and wanted to know whether there had been a deep dive into what types of housing were needed. Ms. Ley responded there was not enough

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two-plus bedroom housing available which led to crowding. She also noted outreach to senior groups to get recommendations from that demographic. Ms. Dunn asked about five-bedroom units. Ms. Ley stated there weren't many available. She noted that in their community outreach events, there is a desire and need for larger units to prevent overcrowding situations. Ms. Ley pointed out there were guidelines from HUD on what constituted overcrowding. Ms. Dunn wanted to know about the average number of adults versus underaged people in the household. Ms. Ley indicated that data was available. Ms. Dunn commented that they needed to know the specific needs in terms of their population.

Ms. Edy had questions about whether there was a cap on workforce housing. She also had questions about increasing the income limit for workforce housing. Ms. Edy also asked if they were monitoring the workforce list to prevent people who don't live or work in Norwalk from getting on the list. Ms. Ley proceeded to answer the first two questions and deferred the third to city staff.

Ms. Young had questions about rent stabilization and the large rent increases being imposed by landlords. Ms. Ley addressed the questions. Ms. Kleppin confirmed Ms. Ley's response. Ms. Young had income eligibility questions. Mr. Kleppin stated they were looking into creating a multitiered program to address that issue.

Mr. Frayer stated that this was an area that required more detail and a more specific look at the issues that may arise. He stated developers were not going to create affordable housing if they weren't going to get their money out of it.

Mr. Goldstein discussed the importance of workforce housing. He asked if the median was calculated on a regional or city basis. Mr. Kleppin responded that it was the state median. Mr. Goldstein was concerned about the fact that 75% who work in the Norwalk public sector don't live in the city. He recommended finding some way to suggest to the state to calculate workforce income qualifications on a more regional basis. Mr. Goldstein also discussed ADUs and whether or not their construction has become stagnant over the last 30 years. Mr. Kleppin spoke about the regulation changes. He indicated he hadn't seen any current data on whether those changes have had an impact. Mr. Goldstein complimented Ms. Ley on the work she had done on the draft.

Ms. Dunn was concerned about the effects of a life change such as a raise causing you to have to uproot your life and find new housing. Mr. Kleppin explained the rules regarding workforce housing. He stated they would be running afoul of the statute by ignoring the income rules. He further went on to say there were things they could do to address concerns while remaining compliant with the statute.

Ms. Andrzejewski mentioned an old policy and then posited recommendations for finding some wiggle room for income changes. Ms. Young shared her concerns about people in workforce housing who were later hit with fees for various services tacked on to their rent. She also expressed concerns that people could lose their housing based on a simple increase in income.

Mr. Goldstein agreed something did have to be done to protect those in workforce housing. Ms. Young pointed out issues with deeds in perpetuity and issues with equity. Ms. Neidzielski-Eichnor requested a list of city properties without restrictions that would prohibit construction. Ms. Ley indicated they were analyzing underutilized land in the city. She stated there would be a list and a map in the final report. She also stated there would be a screening process and where available deed restrictions would be noted.

Mr. Sead thanked everybody for participating.

OLD BUSINESS

There was no old business to discuss.

ADJOURNMENT

**** MR. GOLDSTEIN MOVED TO ADJOURN THE MEETING.**
**** MR. SEAD SECONDED THE MOTION.**
**** THE MOTION PASSED UNANIMOUSLY.**

The meeting ended at 8:21 p.m.

Respectfully submitted
Telesco Secretarial Services
China Mayhew

THE ECONOMIC AND COMMUNITY DEVELOPMENT COMMITTEE OF THE COMMON COUNCIL

125 East Avenue
P.O. Box 5125
Norwalk, CT 06856

**TO: MEMBERS, ECONOMIC AND COMMUNITY DEVELOPMENT COMMITTEE OF THE
COMMON COUNCIL**

FROM: STEPHEN IVAN, HOUSING DEVELOPMENT PROJECT MANAGER

RE: PY98 CONSOLIDATED ANNUAL PERFORMANCE AND EVALUATION REPORT

DATE: SEPTEMBER 12, 2024

Norwalk's Consolidated Annual Performance and Evaluation Report (CAPER) is a review of the CDBG program for Program Year 49 (July 1, 2023 - June 30, 2024). In keeping with the City's *Citizen Participation Plan*, the CAPER has been made available for public comment between September 3, 2024 and September 17, 2024. On September 5, 2024 the Redevelopment Agency will host a public hearing for the CAPER to meet public participation requirements. Comments received before the September 17th deadline or at during the public hearing will be documented and presented at the September 19, 2024 Economic and Community Development meeting. A draft of the PY49 CAPER is provided as an attachment and also available for viewing at the following link.

<https://www.norwalkct.gov/1412/Community-Development-Block-Grant>

Resource Narrative

In PY49, the total resources made available to the City was \$1,001,561 which included the 2023 HUD CDBG allocation of \$843,561 and prior year program income of \$158,000. This report details the use of CDBG funds over the course of the PY49 (July 1, 2023 through June 30, 2024) grant period. The City expended \$1,164,256.96 during the program year and funds were used to increase quality and decent affordable housing through housing rehab, expand the technical capacity of local non-profit organizations, modernize public facilities and infrastructure, and increase available public services to LMI and special needs residents in Norwalk.

Achieving ConPlan Objectives and Strategies

PY49 is the fourth year of the five-year period of the 2020-2024 Consolidated Plan. A summary of achievements for goals listed in the PY49 Annual Action Plan, as well as cumulative achievements for goals listed in the Consolidated Plan are provided as an attachment.

ATTACHMENTS:

[DRAFT PY49 CAPER](#)

[Summary of Achievements](#)

ACTION REQUESTED: Authorize the Mayor, Harry W. Rilling to execute any and all documents for submission of the PY49 CAPER to HUD.



TO: MEMBERS OF THE NORWALK COMMON COUNCIL
MEMBERS OF THE ECONOMIC AND COMMUNITY DEVELOPMENT COMMITTEE OF THE
COMMON COUNCIL

FROM: NORWALK REDEVELOPMENT AGENCY STAFF

DATE: SEPTEMBER 12, 2024

RE: EXTENSION OF CONTRACT FOR CDBG PROGRAM ADMINISTRATION

Overview

The existing five year contract between the City and the Redevelopment Agency to manage the CDBG program requires an extension to continue the management of the CDBG program by the Agency. Upon approval of the extension by the Common Council, Corporation Counsel will draft an extension agreement consistent with the existing contract that meets these purposes:

- The City will identify the Agency as the administrator of the City's annual CDBG entitlement and community development resources
- In this role, the Agency will remain administratively responsible for the management of the City's entitlement funds, but the funding allocation plan for the entitlement will remain the purview of the Common Council via an annual HUD-approved process
- This process will be conducted in accordance with the provisions of the Citizen Participation Plan in the current (2019-2024) and future (2025-2029) Consolidated Plan for Housing and Community Development
- The Agency will be responsible for reporting the outcomes of the funding distributed to the Common Council, Mayor and local stakeholders in accordance with HUD's reporting requirements
- After the five year extension period, the parties may choose to renew the contract for an additional five years. There is no restriction regarding the number of times the parties may renew the contract.

Action Requested

Authorize the Mayor, Harry W. Rilling, to execute an agreement for a five-year extension of the contract designating the Norwalk Redevelopment Agency as the administrator of the City's annual CDBG entitlement grant.



CITY OF NORWALK
Jessica Vonashek
Chief of Economic and Community
Development
jvonashek@norwalkct.gov
Norwalk City Hall
125 East Avenue, Room 122
Norwalk, CT 06851

TO: Economic and Community Development Committee of the Common Council; Members of Common Council

FROM: Jessica Vonashek, Chief of Economic and Community Development

DATE: September 13, 2024

RE: Purchase of Harbormaster Replacement Boat

Project Overview

The City of Norwalk requires a reliable vessel for the state-appointed Harbormaster to effectively manage the Norwalk Harbor, Norwalk Islands, and a portion of the Long Island Sound. The current Harbormaster boat, which is over 20 years old, was found to have significant engine corrosion and structural damage to its fiberglass hull earlier this year. After a short-term repair estimated at \$8k to \$10k, primarily focused on engine replacement, it was determined that a long-term solution is necessary for health and safety reasons.

The City, working with the Harbor Management Commission and the Norwalk Police Department Marine Unit, has decided to procure a 23' PackMan welded aluminum high-speed landing craft, 2024 production model Munson. This boat will ensure the Harbormaster can continue daily operations essential to public safety and waterway management.

Cost and Timeline

The total cost for the new vessel, including the boat, motor, trailer, and delivery, is \$198,149. The boat is expected to have a lifespan of 20 to 30 years, and the estimated production time is 12 to 18 months. The project contract will be presented to the Economic and Community Development Committee and the Common Council in September 2024, with the expectation that the legal team and Mayor's Office will execute the contract by late September. The final payment for the boat will be completed by December 31, 2026.

Operational Impact

The Harbormaster will use the new vessel daily to oversee harbor operations, with a particular focus on safety and management of the Walkbridge Project for the next five to seven years. This includes oversight of both commercial and recreational harbor traffic, such as the oyster boat, the rowing team, and transient moorings, along with responsibilities tied to the management of the Norwalk Islands. Given the critical nature of these tasks, ensuring the Harbormaster has access to a reliable vessel is essential to maintaining the health and safety of all harbor users.

ACTION: Authorize the purchase of a 2024 PackMan Landing Craft for the Harbormaster from Munson Boats in an amount not to exceed one hundred ninety-eight thousand, one hundred forty-nine dollars (\$198,149) via sole source procurement.

ACCT: 134010-5796-AEC26



15806 Preston Place, Burlington WA USA 98233
Phone: 360 707 2752 Fax: 360 757 2442
www.munsonboats.com Jesse@MunsonBoats.com

April 25, 2024
Specification And Quotation
For One
23' PackMan Landing Craft
For
City of Norwalk
Contact: Owen Lee
Phone: 718-809-9776
Email: olee@norwalkct.gov

OVERVIEW: The following describes a 23' PackMan welded aluminum high speed landing craft 2024 production model. Detailed drawings will be submitted for approval prior to construction. Boat shall exit the factory as a completed vessel, adhering to the following specifications. Pricing is based on raw material costs at time of quote. Pricing per GSA Contract Number 47QSWA22D006M. An asterisk (*) following a line item indicates a custom item.

GENERAL SPECIFICATIONS:

1. Hull Length: 23 feet
2. Beam: 8.5 feet
3. Transom Deadrise: 16 degrees
4. Person and Cargo Capacity: 2000 lbs
5. Propulsion: Single 250hp Yamaha Four Stroke Outboard Motor
6. Fuel Capacity: 75 gallons
7. Bow Door Clearance: 64 inches
8. Bottom Plating: 1/4 inch 5086-H116
9. Side Plating: 1/4 inch 5052-H32
10. Deck Plating: 3/16 inch 5052-H32
11. Centerline Vertical Keel (CVK): 3/8" x 4" 6061

HULL PACKAGE:

23' PackMan modified vee hull landing craft incorporating a 64" wide bow door.

Hull shall include two structural bulkheads; the forward collision bulk head shall be watertight, the aft bulkhead shall be limbered for drainage via bilge pump.

8" welded aluminum inspection hatches shall be installed to provide access to all below deck compartments.

Six (6) 10" welded aluminum cleats shall be installed. (3 Per Side)

A 3/4" aluminum double padeye shall be welded on centerline of the bow.

1/4" rolled plate, 7" radius bow corners shall be installed on the port and starboard sides of the bow door opening.

The transom shall be setup for outboard power and set at 103 degrees off baseline for proper outboard trim

The motor well shall be self-bailing via two 2.5" pipe drains running out through transom. Drains shall be equipped with rubber flappers to divert water from entering slop well when operating the boat in reverse.

The stern shall incorporate port and starboard corner rigging lockers, framing the motor well. Lockers will house batteries and fuel filter systems, and offer general storage. Both lockers will be outfitted with 3/16" welded aluminum weatherproof hatches with 1-1/2" angle aluminum frame, key lockable 316 series Stainless Steel "T" handle latches, welded 100mm aluminum hinges with grease fitting and Stainless Steel pins, and 1/8" thick PORON neoprene hatch seal.

316 Series Stainless Steel fastening hardware shall be used throughout the vessel.

The hull shall incorporate a 2" pipe gunnel.

WELDING:

The hull and superstructure shall be constructed of marine grade aluminum and MIG welded throughout.

All weld seams in the hull shall be welded 100%, both interior & exterior.

A minimum of 15% helium / 85% argon inert shielding gas mix shall be used for all aluminum welding to ensure proper weld penetration and reduce the occurrence of weld porosity.

Welding shall be performed in accordance with American Welding Society Structural Welding Code for Aluminum.

All surface areas shall be shiny, mill finish, with no grind marks, splatters, or blemishes.

HULL OUTFITTING:

1 1/4" Sch 40 pipe safety railings shall be installed 32" above main deck along port & stbd sides from stern to midship.

Four (4) Open scuppers installed flush with the deck at midship and two (2) large pipe drains in the stern shall create a self-bailing main deck. Drains and scuppers shall be sized and installed in accordance with ABYC deck drainage requirements.

One (1) 1/4" x 4" Beaching wear plate shall be installed on the bow forefoot.

One (1) 26" wide side door shall be installed. Door shall swing inboard and forward in direction, and lock in the closed position.

One (1) Set of tie down rails shall be installed. Tie down rails consist of 1.25" sch 40 pipe installed above the main deck on port and starboard sides with 4" of clearance below the pipe.

Two (2) Diver's Dream Mini 2.25 lb. zinc anodes shall be installed on brackets that are welded to the transom.

BOW DOOR OUTFITTING:

A 64 inch wide drop down bow door shall be installed to enable personnel transport.

The hull shall incorporate port and starboard bow lockers framing the door opening.

A 12V Warn VRX-35 winch spooled with 50' of synthetic line shall be installed for opening and closing the bow door.

The winch cable runs through stainless steel cheek pulleys on each side of the door providing equal tension on both sides when opened and closed. Aluminum roller sheaves shall be installed on the gunnel.

The bow door shall be outfitted with two (2) 3/4" stainless steel positive locking pin to prevent the bow door from opening while underway.

A replaceable rubber gasket seals the bow door watertight when closed.

The inside face of the bow door shall be double plated for a smooth working surface.

Switches to operate the bow door shall be installed locally and at the main console.

FUEL SYSTEM:

A 75 gallon non-integral fuel tank shall be installed complete with fill, vent, 12V sender and fuel level gauge on console. Fuel tank shall be built from 1/4" plate, pressure tested to 4 psi and bolted into hull framing using doublers and stainless steel fasteners.

One (1) fuel filter/water separator shall be installed complete with shut off valve. Filter to be Racor 320 or equivalent.

Fuel system shall comply with U.S. diurnal emission standards.

12V 140 CFM bilge blower installed in fuel tank compartment.

CONSOLE:

A 52" wide console T-top shall be installed aft on centerline with 60" wide x 120" long roof.

T-top includes four (4) fixed windows with aft leaning windshields, an overhead radio bar, angled aluminum control console, and a flush mounted bolt on console access panel on the forward side of the console for ease of maintenance and future upgrades.

The aft side of the console shall include 3/16" welded aluminum weatherproof hatches with 1 -1/2" angle aluminum frame, key lockable 316 series Stainless Steel "T" handle latches, welded 100mm aluminum hinges with grease fitting and Stainless Steel pins, and 1/8" thick PORON neoprene hatch seal.

The T-top roof shall incorporate 1" pipe roof railings, and vertical grab rails on port and starboard sides.

Two (2) Cup holders shall be installed at the console.

A removable canvas enclosure shall be supplied to protect the pilot station.

Pipe ladder rungs shall be incorporated into the aft t-top supports to provide access to the roof.

Two (2) Bentley Tandem Patriot extra wide captain seats shall be installed at the console on welded aluminum seat boxes. Each seat incorporates a stationary arm, backrest and footrest. Welded aluminum access hatches shall be installed to provide access to the seat box storage compartment. Seat slides shall be installed when applicable to supply 7-1/2" of horizontal adjustment.

HEATING AND AIR CONDITIONING:

A Webasto AT2000 forced air diesel fired cabin heater rated for 7,000 BTU's shall be installed complete with thermostat and outlets for windshield defrost and cabin heat. Fuel to be supplied by a 5 gallon diesel tank.

DAVIT:

A 3" pipe davit rated at 500lbs. working load shall be installed. Davit is 80" high with 42" reach, swivels 360 degrees and is lockable every 90 degrees.

A maximum capacity plaque shall be installed on the davit.

A Warn DC800 lifting hoist shall be installed on the davit. The hoist shall be operated via a local up/down switch and spooled with 50' of 3/16" Amsteel line.

A glass-reinforced nylon open face snatch block rated at 700lbs. deadweight shall be supplied.

TOWING:

A 3" Sch 80 aluminum pipe tow bitt with 1" 316 stainless crucifix pin shall be installed aft on centerline. The towing bitt shall be sized to accept one round turn and three figure eight's of the towline.

A line parting knife shall be mounted in the vicinity of the tow bit.

STERN GUARDS AND PLATFORMS:

A fixed aluminum guard made from 2" aluminum pipe shall be welded to the transom to protect the outboard motor.

Small welded aluminum swim step with non-skid shall be installed on the port and starboard sides of the transom.

TRIM TABS:

9" x 12" Lenco electric trim tabs shall be installed. Control of trim tabs to be via tactile switch panel with integral LED trim tab position indicator.

ELECTRICAL SYSTEM:

The vessel's electrical system shall be 12vDC.

All electrical cable shall be marine grade copper tinned boat cable and labeled for each circuit.

Cables should be routed in wireways wherever possible. Wherever exposed to potential damage, cables shall be protected with rubber.

Electrical cable shall be sized in accordance with the American Boat & Yacht Council.

All electrical cables shall be marked in accordance with the markings in electrical drawings.

All electrical switches shall be of a heavy-duty type and properly insulated.

The electrical system shall be grounded. In any case the hull shall not be used as part of a galvanic feeding loop.

12V DC ACCESSORIES:

One (1) 12V 6 position waterproof distribution panel shall be installed on the console.

A pair of 12V self-parking windshield wipers shall be installed on the forward windshields. Each wiper assembly consists of a fully sealed, marine rated wiper motor fitted with a heavy duty pantographic wiper arm and matching blade.

One (1) 12V air trumpet horn shall be installed with momentary push button on dash.

One (1) 12VDC power receptacle with weather cover shall be installed.

One (1) Raw water wash down pump system shall be installed complete with spigot, 25' hose coil, and nozzle. Storage for the hose coil shall be supplied. Pump is a 5.0 gpm Jabsco "HotShot" or equivalent.

One (1) 12V 2200 GPH bilge pump shall be installed with auto float switch.

LIGHTING:

LED navigation lights shall be installed to USCG requirements.

12V LED red/white dome light shall be installed over the operator.

Two (2) Rigid Industries D-Series Pro 3" LED Flood lights shall be installed on the wheelhouse roof. Each is rated at 3168 lumens of output.

NAVIGATION ELECTRONICS:

A Garmin GPSMAP 8610xsv - 10" touchscreen chartplotter shall be installed. This includes local area maps, external GPS antenna, GT51M-TM transom mounted transducer (or equivalent) and NMEA 2000 network.

The GT51M-TM transducer supports traditional, SideVu and ClearVu sonar.

A Garmin GMR 18" Fantom solid-state radar dome shall be installed. This radar features a 50-watt, 48 nautical mile range with 5.2 degree beam width and variable rotation speed of up to 60rpm.

Solid-state radar provides advanced doppler-effect motion tracking capabilities, better resolution, and improved overall functionality over earlier generation radar systems.

The radar dome shall be mounted on a removable 3" diameter pipe mount.

A Garmin VHF 215 Marine Radio shall be installed complete with Shakespeare antenna and stainless steel adjustable antenna mount.

OUTFITTING AND SAFETY EQUIPMENT:

A carbon monoxide detector shall be mounted in the wheelhouse.

PAINT, GRAPHICS, AND MARKINGS:

Matson Industrial Floor Grip Non-skid deck coating shall be applied to all main deck walking surfaces. (Color- 223 Gray)

E-Paint anti-fouling bottom paint system with epoxy barrier coat applied to 4" above waterline. (Black as standard)

Top side of hull to remain bare aluminum finish.

Non-reflective vinyl graphics shall be applied. (Specifics to be determined after order has been received)

A U.S. Coast Guard rating placard shall be installed at the dash.

A bow door warning placard shall be installed adjacent to the bow door.

Bow door switch to be mounted on a bow door switch placard.

Secondary bow door switch to be mounted on a bow door switch placard.

PROPULSION:

A single 250 HP Yamaha four-stroke outboard engine (F250USB) with 30" shaft and stainless

steel propeller shall be installed.

Engine includes Digital Electronic Control (DEC) and integrated Digital Electronic Steering (DES).

A two-battery engine start bank shall be installed. Batteries are connected by selector switches, allowing the engine to be started via either battery or with both batteries in parallel.

The main helm station shall be installed with single-engine Digital Electronic Control (DEC) binnacle, CL5 digital touchscreen display, Electronic Key Switch (EKS) kit, and Digital Electronic Steering (DES) fixed helm.

The Electronic Key Switch Kit includes an emergency stop panel with lanyard, two key fobs and Yamaha's Y-COP theft deterrent system.

TRAILER:

Vessel shall include one (1) Tuff Trailer MTB7000SG 7,000lb capacity galvanized tandem axle bunk trailer complete with disc brakes on all axles, 2-5/16" ball receiver, manual strap winch, safety chain, heavy duty jack stand, DOT approved lighting, spare tire with carrier. Bunks to have strap notches to aid in picking the boat.

SEA TRIALS:

Vessel shall undergo testing (Sea Trials) after completion to verify proper function and performance of all systems.

SHIPPING:

Shipping of the completed vessel to Norwalk, CT shall be provided.*

Owner/Buyer to be responsible for any off loading charges.*

DOCUMENTATION & KEYS:

One (1) Operation & Maintenance Manual shall be supplied with the craft. Includes OEM technical literature for all supplied equipment, operator/safety instructions, as-built boat drawings, as-built electrical system drawings.

Vessel to include two (2) complete key sets. (Doors, Hatches, Ignition)

Original Bill of Sale and Manufacturer's Statement of Origin documents shall be delivered with the boat conveying free and clear title(s).

Total For GSA Items: \$201,706.00

GSA Discount (2.5%): \$5,043.00

Adjusted Price: \$196,663.00

Industrial Funding Fee (IFF): \$1,48600

Total Price For GSA Items: \$198,149.00

Total Price For Custom Items: \$7,750.00

TOTAL GSA PRICE, F. O. B NORWALK, CT:___\$205,899.00

For William E. Munson Company,

Jesse Munson, CEO



METAL SHARK

EVOLUTION THROUGH INNOVATION

6814 E Admiral Doyle Dr, Jeanerette, LA 70544, United States
Phone: +1 337-364-0777

PRICE QUOTE

Quote #: LBU8RN
Quoted By: Dean Jones
Date: 5/7/2024
Valid for (days): 365
GSA Contract: GS-07F-0362T

SOLD TO

Owen Lee
Norwalk, CT
Connecticut

SHIP TO

Owen Lee
Norwalk, CT
Connecticut

ITEM DESCRIPTION

QTY

Selected Boat

23 Relentless		1
Aluminum Alloy:	5086	
Beam (Inside Deck):	6' 4"	
Beam (Overall):	8' 6"	
Estimated Operational Draft:	1' 10"	
Fuel Capacity:	135 Gallons	
Full Load Weight:	7000 Lbs	
Height on Trailer (Mast Folded):	11' 7"	
Height on Water (Mast Folded):	8' 3"	
Height on Water (w/ Antennas):	16' 2"	
Length (Hull):	23' 7"	
Length (Inside Deck):	16' 6"	
Length on Trailer:	32' 3"	
Length w/ Engines & Engine Bar:	26' 10"	
Lightship Weight:	5400 Lbs	
Max HP:	400 HP	

Engine Selection

Mercury Single 350 HP Outboard (V10 Verado)		
Engine(s)		1
Engine Rigging and Controls: Digital		1
Key & Kill Switch with Lanyard		1
Engine Instrumentation: Digital		1
Engine Data integration with Navigation Electronics		1
Power Assisted Hydraulic Steering w/ Tilt Helm		1
Propellers: Stainless Steel		1

Propulsion Systems

Fuel Tank: Welded Aluminum, EPA-Compliant, with Vent, Fill, & Fuel/Water Separator (Single Engine)	1
Trim Tabs w/ Indicators	1

Accommodation Options

Full Canvas/Isinglass Enclosure Package with Canvas Zip/Roll Away Cover Feature		
Gray Canvas		1
Seat, Helm - Tier 2: Individual Folding Bolsters on Shock-Mitigating Pedestals, with Backrest, Grab Rail, and Horizontal Gun Storage Top-Access Lockers		
Light Gray - Upholstery		1
Seat, Forward Console with Padded Backrest and Storage Beneath		
Light Gray - Upholstery		1
Folding Radar Arch		1
Center Console (Full-Height) w/ Aluminum T-Top		

T-Top (Aluminum) includes Overhead Radio Pod, Rain Channels, Flag Staff with Storage, and Safety Grab Rails	1
Center Console with Integrated Full-Height 3-Pane Fritted Glass Windshield and Fixed Position Footrest	1
Windshield Wiper with Washer	1
Console Grab Rails	1
Cup Holders, Expanded Size (2) with Drain	1
PORT Helm, Dash Panels: Custom, Powder Coated, with Illuminated Panel Lighting (Dimmable)	1
<u>Coatings, Colors, and Markings</u>	
Blackout Matte Finish Anti-Glare Coating (T-Top Underside [where applicable] and Upper Dash)	1
Bottom Paint (Black)	1
Hull Side Lettering and Decal Package (Size 8" Single Color Vinyl) (Fill Custom Text) - Lettering/Striping, and Colors TBD	1
Non-Skid Decks and Gunnels with Break-Up Pattern Black (610) - Fine	1
<u>Commercial/Heavy Duty/Deck Options</u>	
Anchor Locker: Aluminum Gasketed Hatch with Locking Latch	1
Cockpit: Self-Bailing with Oversized Scuppers	1
Metal Shark Logo Plates - Cast Aluminum (2)	1
Hardware: 316L Stainless Steel Throughout (where applicable)	1
Stern Lockers (Port/Stbd)	1
Bow and Stern Eyes: Heavy Duty Welded	1
Bow Bitt: Heavy Duty Welded	1
Bow Step, Folding SS	1
Cleats, (6) 10" Aluminum Welded	1
Dive Ladder Upgrade (Adjustable High-Capacity Rescue Ladder)	1
Dive Relief Cutouts (Port/Stbd)	1
Rails: Bow, Low Profile Welded Aluminum, Horizontal	1
Hatch, Bilge Access: Watertight Compression	1
Hatches, Storage: (HDPE) High-density polyethylene; includes Latching Hatches with Gasket and Vents (Console, Leaning Post, and Stern Locker Hatches)	1
Collar: WING Closed-Cell Foam with Heavy Duty UV protected Urethane Sheath, and Center Rub Strake Light Gray - Collar	1
Collar Repair Kit	1
Foam-Filled Hull: Where Applicable (Poured)	1
Tow Post with Cross Pin	1
Davit, Electrical with Dual Sockets (Includes Upgraded Battery System)	1
Engine Protection Bar (With Horns)	1
Tie-Downs (4), Recessed	1
<u>Lighting</u>	
Lights, Courtesy: Low-Level Red LED Deck Lights and LED Console Light	1
Lights, T-Top Overhead, Red/White LED (where applicable)	1
Lights, Flood LED (4) - Forward, Aft, Port, & Stbd	1
Spotlight, Basic (GoLight or Equal)	1
Emergency Light Flashers: (2) Flush Mount LED, Facing Aft BLUE	2
<u>Electrical</u>	
Battery System, Dual: Single Engine & House Bank: Optima Batteries (2), Charge Isolators, Push to Reset Breaker System, Independent Battery Switches with Emergency Parallel, and Military Wiring	1
12V T-Top Fans (2)	1
12V/USB Receptacles (2) (Located on Dash)	1
Loudhailer/Siren/Control Package	1
Horn - Flush Mount Electric	1
<u>Electronics and Navigation</u>	

Compass w/ Dimming Capability	1
Add Dome Radar to Electronics Package (18"/4kW)	
Garmin	1
Electronics Package Level 2: 12" MFD, GPS, Heading Sensor, & Sonar Package (Dual Transducer)	
Garmin	1
VHF Radio w/ RF & GNSS Antennas	
ICOM M330G	1
<u>Outfitting, Safety, Rescue, and Specialty Equipment</u>	
Steering Wheel, Stainless Steel with Power Knob	1
Anodes, Hull: Material Determined by Water Type	1
Bilge Pumps (2) 2000 GPH w/ Dash Switch & Auto Float Switch	1
Fire Extinguishers (2)	1
Life Ring with Mount	1
<u>Fire Fighting</u>	
<u>CBRNE</u>	
<u>Trailers and Cradles</u>	
Light Commercial Duty Aluminum Trailer w/ Torsion Axles, Brakes, Boarding Ladder, LED Lights, Tiedown Straps, Spare Tire and Rim	1
<u>Packaging and Delivery</u>	
Transshield Shipping Cover	1
Delivery, CONUS	1
<u>Training, Testing, Sea Trials, and Special Services</u>	
<u>Spares</u>	
<u>Documentation</u>	
Boat Information Book	1
Custom Label Placards Kit	1
OEM Manuals Binder	1
Project Approval Drawings Package	1
<u>Customer Supplied Equipment</u>	
<u>Custom Request</u>	
Custom Requests	1
- Upgrade Outboard to Yamaha 300 Digital Add Webasto Heater	
<u>Notes & Instructions</u>	

TOTAL BEFORE TAXES AND DISCOUNT \$326,609.86

Discount: (\$0.00)

TOTAL BEFORE TAXES \$326,609.86

Sales Tax: \$0.00

State Surcharges: \$0.00

SINGLE BOAT TOTAL \$326,609.86

TOTAL QUANTITY OF BOATS ON ORDER 1

TOTAL ORDER AMOUNT \$326,609.86

1.) Payment: Due 30 days after delivery of the vessel. Any amount due hereunder that is not paid when due shall bear simple interest at a rate of 1.0% per month.

2.) Schedule: Quoted delivery time is subject to confirmation at time of actual order, as delivery times are approximate and may change. Metal Shark utilizes Engineer-to-Order manufacturing and as such delivery, shipping, installation, or performance dates indicated in this Quote/Proposal are estimated until the actual time of order based on receipt of existing orders.

3.) Delivery Date: Purchaser agrees to extend the Delivery Date for actual business days of delay attributable to the following permissible delays: natural events outside of Builder's control; delays in delivery of material and equipment; or Purchaser failing to provide timely approvals or furnished equipment, or providing incomplete furnished equipment.

4.) Warranty: Builder warrants that the vessel and its components, under normal use and service, will be free of defects in material or workmanship for a period of one (1) year from the delivery of the vessel. Builder also warrants that the hull, deck, and console of the Vessel will be free from structural degradation for a period of ten (10) years, if maintained properly.

5.) Specifications: All dimensions, weights, and capacities shown are reflective of base boat with standard equipment and are shown for comparison purposes only. These specifications are subject to change based on many factors including vessel configuration and equipment selection. Please confirm actual specifications with your Metal Shark sales representative.

6.) Accuracy of Information: As Metal Shark is dedicated to continual product improvement, the specifications, standard features, optional equipment, and model availability of our boats are subject to change without notice. Pricing is valid for the date shown on this quote and is otherwise subject to change without notice. Contact your Metal Shark sales representative for the latest pricing.

7.) Undisclosed Costs: Metal Shark reserves the right to adjust pricing to cover unanticipated cost impact from customer terms and conditions; and any fee or other expense mandated by the customer or the customer's governing entity and not disclosed prior to quoting.

QUOTE ACCEPTED BY

Printed Name: Norwalk Harbormaster

Signature: _____

Date: 5/7/2024

Salesperson: David Hunt
 Email: dhunt@silverships.com
 Phone Office: (251) 459-8320
 Phone Cell: (251) 472-7290



Quote Number 2617
 Quote Date 05/03/24
 Quote Expires 06/02/24

Customer: Town of Norwalk
 email: olee@norwalkct.gov

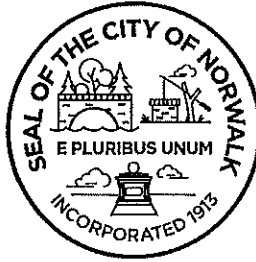
GSA Contract Number:
 47QSWA18D009G

FSS	Part	Description	Government Price	Qty	Extended
Base Boat					
GSA	EX24CB	Explorer 24 Cabin	\$ 172,710.00	1	\$ 172,710.00
Propulsion Engines					
Open Mkt	Y-F250XSB	Yamaha F250XSB, Offshore 4.2L Intrgrtd DES, Shaft Length - 25", DEC	\$ 27,492.00	1	\$ 27,492.00
GSA	3UZ-DF200AP	Suzuki DF200AP, 25, SPC, NB	\$ 15,774.00		\$ -
GSA	ERC-1200002	200XL SeaPro DTS 25, DTS	\$ 16,026.00		\$ -
Propulsion Installation					
Open Mkt	PYAM01	Single Outboard Engine Rigging Kit and Installation, Yamaha	\$ 15,580.00	1	\$ 15,580.00
GSA	PSZK01	Single Outboard Engine Rigging Kit and Installation, Suzuki	\$ 11,590.00		\$ -
GSA	PMER01	Single Outboard Engine Rigging Kit and Installation, Mercury	\$ 12,445.00		\$ -
Painting and Graphics					
GSA	PAINT4	Anti-Fouling (Unpainted Boat)	\$ 186.00	24	\$ 4,464.00
Hull Options					
GSA	HU0012	Bow Gate upgrade for Explorer Series Boats - Electric (Winch)	\$ 9,120.00	1	\$ 9,120.00
GSA	HU0030	Engine Guard	\$ 1,178.00	1	\$ 1,178.00
GSA	HU0040	Heavy Duty Tow Post, Small	\$ 798.00	1	\$ 798.00
GSA	HU0060	Push Knees 20' - 29'	\$ 2,907.00	1	\$ 2,907.00
GSA	HU0086	Lenco Trim Tabs	\$ 2,774.00	1	\$ 2,774.00
Console and Seating Options					
GSA	CAS017	Upgrade one Bostrom Suspension Seat to Shockwave S5 with Flip Up Bolster Seat	\$ 2,375.00	2	\$ 4,750.00
Electrical Systems DC					
GSA	EDC003	Courtesy Light Package - 4 Hella Round (Black Housing / Red Light)	\$ 551.00	1	\$ 551.00
GSA	EDC009	Flood Light - Lumitec CapreraLT 1000 Lumens	\$ 399.00	4	\$ 1,596.00
GSA	EDC014	Electric Remote Searchlight - Golight Stryker LED 320,000 Candela	\$ 1,140.00	1	\$ 1,140.00
GSA	EDC021	Light Package - Eight Whelen ION Series Super LED, (color TBD)	\$ 1,900.00	1	\$ 1,900.00
GSA	EDC026	Siren Hailer Package - Whelen WPA-3 Control Head, WPA 112 Amp and Speaker	\$ 2,489.00	1	\$ 2,489.00
GSA	EDC031	Cabin Fan - Maradyne 3000 Series Heavy Duty Steel	\$ 380.00	2	\$ 760.00
Electrical Systems AC					
GSA	EAC043	Espar Airtronic D4 Diesel Cabin Heater	\$ 9,101.00	1	\$ 9,101.00
GSA	EAC000	30A Shore Power System, for boat without Generator	\$ 2,774.00	1	\$ 2,774.00
GSA	EAC031	Two Bank Battery Charger 36A	\$ 1,045.00	1	\$ 1,045.00
Communications and Navigation					
0	0	Installation of Customer Furnished Equipment	\$ -		\$ -
GSA	CAN002	Installation of CFE - UHF/VHF/AIS	\$ 1,102.00	1	\$ 1,102.00
0	0	Garmin Navigation Systems	\$ -		\$ -
GSA	CAN104	GPSMAP® 8610xsv w/ transom mount transducer	\$ 6,536.00	1	\$ 6,536.00
GSA	CAN128	Garmin Add on Thru-Hull (Depth/Temp only)	\$ 532.00	1	\$ 532.00
0	0	VHF Communications	\$ -		\$ -
GSA	CAN263	Standard Horizon GX2400 VHF Standard Matrix AIS/GPS Black	\$ 1,805.00	1	\$ 1,805.00
Safety and Outfit Packages					
GSA	SAF009	Thern First Mate 850 Davit w/manual winch	\$ 6,631.00	1	\$ 6,631.00
GSA	SAF017	Stainless Telescoping Boarding Ladder (4-Step)	\$ 646.00	1	\$ 646.00
Additional Options					
-	-	-	\$ -		\$ -
Trailer					
GSA	TRL-2510-2	Commercial Aluminum I-Beam Trailer, Double Axle, 10K Net Cap, 25ft Vessel	\$ 10,340.00	1	\$ 10,340.00
Delivery					
Open Mkt	DEL001	Legal Load - 8' 6" (Per Mile)	\$ 4.00	1257	\$ 5,028.00
Price Summary					\$ 295,749.00

Terms & Conditions

1. Delivery is TBD days after completion of design phase and customer approval of the final design.

2. Quote is for Delivery to Customer Location by Silver Ships, Inc.
3. Payment Terms are: 40% down payment with Order due before start of Design phase; 40% progress payment due upon completion of Metal Fabrication (net 15 days); final payment for remainder (plus any contract additions) due upon receipt of vessel. Non-payment of any progress payment will result in the stop of work, and therefore the delay of the delivery date.
4. Manufacturers Statement of Origin (MSO) for Boat (and trailer, if applicable) will be issued upon receipt of Final Payment. Exceptions to this Policy may be subject to additional processing fees.
5. Vendor Parts Numbers, Model Descriptions, Specifications and Availability are subject to change. Silver Ships, Inc. reserves the right to substitute equipment with components of equal quality or value.
6. This quotation does not contain Sales Tax, Value Added Tax, Tariffs, Fees, and/or other Government charges that Silver Ships, Inc. may be required to Collect and Remit to your Locality. Such Charges will be in Addition to the Total Provided on this Quotation. Any such charges shall be identified at the time of the Sale and Added to the Invoice if so Required.



DEPT OF FINANCE - Purchasing Department

NONCOMPETITIVE PROCUREMENT JUSTIFICATION FORM

DATE: 9/12/2024

DEPARTMENT: ECD

Procurement by non-competitive proposals may be used only when the award of a contract is infeasible under informal competitive Quotations (§3-204), Informal Competitive Request for Proposals (§3-205), seal bids, or competitive proposals and at least one of the following circumstances applies:

Check One:

☐	1	The item is available only from a single source (justification is attached). The provisions of this regulation apply to all sole source procurements unless emergency conditions exist as defined by Purchasing Guideline on Emergency Procurements
☐	2	After solicitation of several sources, competition is determined inadequate (record of source contacts and/or attempts to obtain pricing is attached)
☒	3	The compatibility of equipment, accessories, or replacement parts is of paramount consideration
☒	4	The item/service is available on a Cooperative Purchasing Agreement (please provide the organization name, quote, and the contract/agreement number) GSA Contract
☐	5	The public exigency or emergency for the requirement will not permit a delay resulting from competitive solicitation (documented emergency contingency is attached). Please forward this form and supporting documentation within 48 hours of the Emergency
☐	6	Other, please explain:

TOTAL COST: \$198,149.00 MUNIS Account: 134010-5796-AEC26

VENDOR: Munson Boats, 15806 Preston Place, Burlington, WA, USA, 98233

Purchasing Agent Signature	The Purchasing Agent		Department Head Signature
	☒	Supports	<i>[Signature]</i>
Purchasing Agent Name	☐	Does Not Support	Department Head Name
Date	☐	Single Source Requires Common Council Authorization (in excess of \$20,000.00)?	Date <u>9/12/2024</u>

JUSTIFICATION:

See attached memo.

Purchasing Agent Comments: All the vendors quoted from US General Services Administration (GSA) , see each individual quote for the GSA contract #.

ANY OTHER VENDORS CONTACTED FOR PRICING? (Please attach quotes): 2

Vendor 1: Metal Shark, \$326,609.86

Vendor 2: Silver Ships, \$295,749.00

EMERGENCY: Explain in detail the nature of the emergency

Harbormaster Replacement Boat

Project Description:

The City of Norwalk requires a boat for the State appointed Harbormaster to manage and oversee the operation of the Norwalk Harbor, Norwalk Islands and a portion of the Long Island Sound. Earlier this year the 20+ year old Harbormaster boat stopped working and it was discovered the engine was damaged from corrosion and the fiberglass hull was in need of substantial repair. The boat was estimated in value to be approximately \$6k to \$8k. It was determined for health and safety reasons that the City would do a short-term \$8k to \$10k repair, which primarily focused on an engine replacement that could get the boat through the current season.

The City received three estimates for a Harbormaster boat replacement as a long-term solution. Working with the local Harbor Management Commission and the Norwalk Police Department Marine Unit it was determined that the City should procure a 23' PackMan welded aluminum high speed landing craft 2024 production model Munson.

The total cost for the vessel, including boat, motor, trailer and delivery is \$198,149.00. Estimated production time for the vessel is between 12 months and 18 months. The lifespan of the Munson vessel is between 20 to 30 years.

Project Detail:

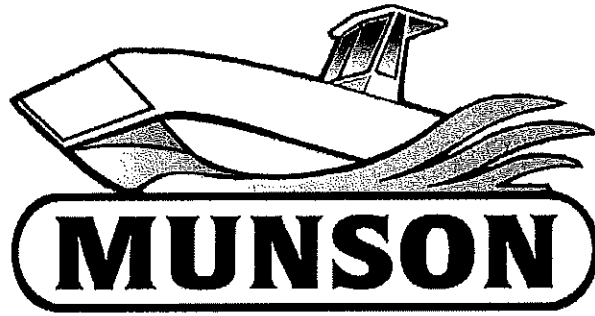
The Harbormaster will use the boat on a daily basis to manage and oversee operations in the harbor, which for the next five to seven years will highly focus on the Walkbridge Project. The Harbormaster's responsibilities are focused on the health and safety of those who use the harbor and the Norwalk waterways, including but not limited to the overarching management of the harbor including commercial and recreational use such as the oyster boat, rowing team, recreational, and heavy commercial traffic. The Harbormaster's responsibilities also include the management of moorings, including transient moorings where short-term users utilize the harbor on a daily basis. In addition, his/her responsibilities include management of the Norwalk Islands, including overnight and day visits.

Due to the high use of the Norwalk waterways and the importance of health and safety related to the waterways, it is imperative that the Harbormaster have access to a reliable vessel.

Project Timeline:

The City anticipates taking the contract to the Economic and Community Development Committee and the Common Council in September 2024. The legal team would then work with the Mayor's Office to execute the contract in late September 2024.

The production of the boat is estimated to take between 12 and 18 months. We will have the contract in place by the end of December 2024 and we will provide the final payment by December 31, 2026 for the vessel.



15806 Preston Place, Burlington WA USA 98233
Phone: 360 707 2752 Fax: 360 757 2442
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April 25, 2024
Specification And Quotation
For One
23' PackMan Landing Craft
For
City of Norwalk
Contact: Owen Lee
Phone: 718-809-9776
Email: olee@norwalkct.gov

OVERVIEW: The following describes a 23' PackMan welded aluminum high speed landing craft 2024 production model. Detailed drawings will be submitted for approval prior to construction. Boat shall exit the factory as a completed vessel, adhering to the following specifications. Pricing is based on raw material costs at time of quote. Pricing per GSA Contract Number 47QSWA22D006M. An asterisk (*) following a line item indicates a custom item.

GENERAL SPECIFICATIONS:

1. Hull Length: 23 feet
2. Beam: 8.5 feet
3. Transom Deadrise: 16 degrees
4. Person and Cargo Capacity: 2000 lbs
5. Propulsion: Single 250hp Yamaha Four Stroke Outboard Motor
6. Fuel Capacity: 75 gallons
7. Bow Door Clearance: 64 inches
8. Bottom Plating: 1/4 inch 5086-H116
9. Side Plating: 1/4 inch 5052-H32
10. Deck Plating: 3/16 inch 5052-H32
11. Centerline Vertical Keel (CVK): 3/8" x 4" 6061

HULL PACKAGE:

23' PackMan modified vee hull landing craft incorporating a 64" wide bow door.

Hull shall include two structural bulkheads; the forward collision bulk head shall be watertight, the aft bulkhead shall be limbered for drainage via bilge pump.

8" welded aluminum inspection hatches shall be installed to provide access to all below deck compartments.

Six (6) 10" welded aluminum cleats shall be installed. (3 Per Side)

A 3/4" aluminum double padeye shall be welded on centerline of the bow.

1/4" rolled plate, 7" radius bow corners shall be installed on the port and starboard sides of the bow door opening.

The transom shall be setup for outboard power and set at 103 degrees off baseline for proper outboard trim

The motor well shall be self-bailing via two 2.5" pipe drains running out through transom. Drains shall be equipped with rubber flappers to divert water from entering slop well when operating the boat in reverse.

The stern shall incorporate port and starboard corner rigging lockers, framing the motor well. Lockers will house batteries and fuel filter systems, and offer general storage. Both lockers will be outfitted with 3/16" welded aluminum weatherproof hatches with 1-1/2" angle aluminum frame, key lockable 316 series Stainless Steel "T" handle latches, welded 100mm aluminum hinges with grease fitting and Stainless Steel pins, and 1/8" thick PORON neoprene hatch seal.

316 Series Stainless Steel fastening hardware shall be used throughout the vessel.

The hull shall incorporate a 2" pipe gunnel.

WELDING:

The hull and superstructure shall be constructed of marine grade aluminum and MIG welded throughout.

All weld seams in the hull shall be welded 100%, both interior & exterior.

A minimum of 15% helium / 85% argon inert shielding gas mix shall be used for all aluminum welding to ensure proper weld penetration and reduce the occurrence of weld porosity.

Welding shall be performed in accordance with American Welding Society Structural Welding Code for Aluminum.

All surface areas shall be shiny, mill finish, with no grind marks, splatters, or blemishes.

HULL OUTFITTING:

1 1/4" Sch 40 pipe safety railings shall be installed 32" above main deck along port & stbd sides from stern to midship.

Four (4) Open scuppers installed flush with the deck at midship and two (2) large pipe drains in the stern shall create a self-bailing main deck. Drains and scuppers shall be sized and installed in accordance with ABYC deck drainage requirements.

One (1) 1/4" x 4" Beaching wear plate shall be installed on the bow forefoot.

One (1) 26" wide side door shall be installed. Door shall swing inboard and forward in direction, and lock in the closed position.

One (1) Set of tie down rails shall be installed. Tie down rails consist of 1.25" sch 40 pipe installed above the main deck on port and starboard sides with 4" of clearance below the pipe.

Two (2) Diver's Dream Mini 2.25 lb. zinc anodes shall be installed on brackets that are welded to the transom.

BOW DOOR OUTFITTING:

A 64 inch wide drop down bow door shall be installed to enable personnel transport.

The hull shall incorporate port and starboard bow lockers framing the door opening.

A 12V Warn VRX-35 winch spooled with 50' of synthetic line shall be installed for opening and closing the bow door.

The winch cable runs through stainless steel cheek pulleys on each side of the door providing equal tension on both sides when opened and closed. Aluminum roller sheaves shall be installed on the gunnel.

The bow door shall be outfitted with two (2) 3/4" stainless steel positive locking pin to prevent the bow door from opening while underway.

A replaceable rubber gasket seals the bow door watertight when closed.

The inside face of the bow door shall be double plated for a smooth working surface.

Switches to operate the bow door shall be installed locally and at the main console.

FUEL SYSTEM:

A 75 gallon non-integral fuel tank shall be installed complete with fill, vent, 12V sender and fuel level gauge on console. Fuel tank shall be built from 1/4" plate, pressure tested to 4 psi and bolted into hull framing using doublers and stainless steel fasteners.

One (1) fuel filter/water separator shall be installed complete with shut off valve. Filter to be Racor 320 or equivalent.

Fuel system shall comply with U.S. diurnal emission standards.

12V 140 CFM bilge blower installed in fuel tank compartment.

CONSOLE:

A 52" wide console T-top shall be installed aft on centerline with 60" wide x 120" long roof.

T-top includes four (4) fixed windows with aft leaning windshields, an overhead radio bar, angled aluminum control console, and a flush mounted bolt on console access panel on the forward side of the console for ease of maintenance and future upgrades.

The aft side of the console shall include 3/16" welded aluminum weatherproof hatches with 1 -1/2" angle aluminum frame, key lockable 316 series Stainless Steel "T" handle latches, welded 100mm aluminum hinges with grease fitting and Stainless Steel pins, and 1/8" thick PORON neoprene hatch seal.

The T-top roof shall incorporate 1" pipe roof railings, and vertical grab rails on port and starboard sides.

Two (2) Cup holders shall be installed at the console.

A removable canvas enclosure shall be supplied to protect the pilot station.

Pipe ladder rungs shall be incorporated into the aft t-top supports to provide access to the roof.

Two (2) Bentley Tandem Patriot extra wide captain seats shall be installed at the console on welded aluminum seat boxes. Each seat incorporates a stationary arm, backrest and footrest. Welded aluminum access hatches shall be installed to provide access to the seat box storage compartment. Seat slides shall be installed when applicable to supply 7-1/2" of horizontal adjustment.

HEATING AND AIR CONDITIONING:

A Webasto AT2000 forced air diesel fired cabin heater rated for 7,000 BTU's shall be installed complete with thermostat and outlets for windshield defrost and cabin heat. Fuel to be supplied by a 5 gallon diesel tank.

DAVIT:

A 3" pipe davit rated at 500lbs. working load shall be installed. Davit is 80" high with 42" reach, swivels 360 degrees and is lockable every 90 degrees.

A maximum capacity plaque shall be installed on the davit.

A Warn DC800 lifting hoist shall be installed on the davit. The hoist shall be operated via a local up/down switch and spooled with 50' of 3/16" Amsteel line.

A glass-reinforced nylon open face snatch block rated at 700lbs. deadweight shall be supplied.

TOWING:

A 3" Sch 80 aluminum pipe tow bitt with 1" 316 stainless crucifix pin shall be installed aft on centerline. The towing bitt shall be sized to accept one round turn and three figure eight's of the towline.

A line parting knife shall be mounted in the vicinity of the tow bit.

STERN GUARDS AND PLATFORMS:

A fixed aluminum guard made from 2" aluminum pipe shall be welded to the transom to protect the outboard motor.

Small welded aluminum swim step with non-skid shall be installed on the port and starboard sides of the transom.

TRIM TABS:

9" x 12" Lenco electric trim tabs shall be installed. Control of trim tabs to be via tactile switch panel with integral LED trim tab position indicator.

ELECTRICAL SYSTEM:

The vessel's electrical system shall be 12vDC.

All electrical cable shall be marine grade copper tinned boat cable and labeled for each circuit.

Cables should be routed in wireways wherever possible. Wherever exposed to potential damage, cables shall be protected with rubber.

Electrical cable shall be sized in accordance with the American Boat & Yacht Council.

All electrical cables shall be marked in accordance with the markings in electrical drawings.

All electrical switches shall be of a heavy-duty type and properly insulated.

The electrical system shall be grounded. In any case the hull shall not be used as part of a galvanic feeding loop.

12V DC ACCESSORIES:

One (1) 12V 6 position waterproof distribution panel shall be installed on the console.

A pair of 12V self-parking windshield wipers shall be installed on the forward windshields. Each wiper assembly consists of a fully sealed, marine rated wiper motor fitted with a heavy duty pantographic wiper arm and matching blade.

One (1) 12V air trumpet horn shall be installed with momentary push button on dash.

One (1) 12VDC power receptacle with weather cover shall be installed.

One (1) Raw water wash down pump system shall be installed complete with spigot, 25' hose coil, and nozzle. Storage for the hose coil shall be supplied. Pump is a 5.0 gpm Jabsco "HotShot" or equivalent.

One (1) 12V 2200 GPH bilge pump shall be installed with auto float switch.

LIGHTING:

LED navigation lights shall be installed to USCG requirements.

12V LED red/white dome light shall be installed over the operator.

Two (2) Rigid Industries D-Series Pro 3" LED Flood lights shall be installed on the wheelhouse roof. Each is rated at 3168 lumens of output.

NAVIGATION ELECTRONICS:

A Garmin GPSMAP 8610xsv - 10" touchscreen chartplotter shall be installed. This includes local area maps, external GPS antenna, GT51M-TM transom mounted transducer (or equivalent) and NMEA 2000 network.

The GT51M-TM transducer supports traditional, SideVu and ClearVu sonar.

A Garmin GMR 18" Fantom solid-state radar dome shall be installed. This radar features a 50-watt, 48 nautical mile range with 5.2 degree beam width and variable rotation speed of up to 60rpm.

Solid-state radar provides advanced doppler-effect motion tracking capabilities, better resolution, and improved overall functionality over earlier generation radar systems.

The radar dome shall be mounted on a removable 3" diameter pipe mount.

A Garmin VHF 215 Marine Radio shall be installed complete with Shakespeare antenna and stainless steel adjustable antenna mount.

OUTFITTING AND SAFETY EQUIPMENT:

A carbon monoxide detector shall be mounted in the wheelhouse.

PAINT, GRAPHICS, AND MARKINGS:

Matson Industrial Floor Grip Non-skid deck coating shall be applied to all main deck walking surfaces. (Color- 223 Gray)

E-Paint anti-fouling bottom paint system with epoxy barrier coat applied to 4" above waterline. (Black as standard)

Top side of hull to remain bare aluminum finish.

Non-reflective vinyl graphics shall be applied. (Specifics to be determined after order has been received)

A U.S. Coast Guard rating placard shall be installed at the dash.

A bow door warning placard shall be installed adjacent to the bow door.

Bow door switch to be mounted on a bow door switch placard.

Secondary bow door switch to be mounted on a bow door switch placard.

PROPULSION:

A single 250 HP Yamaha four-stroke outboard engine (F250USB) with 30" shaft and stainless

steel propeller shall be installed.

Engine includes Digital Electronic Control (DEC) and integrated Digital Electronic Steering (DES).

A two-battery engine start bank shall be installed. Batteries are connected by selector switches, allowing the engine to be started via either battery or with both batteries in parallel.

The main helm station shall be installed with single-engine Digital Electronic Control (DEC) binnacle, CL5 digital touchscreen display, Electronic Key Switch (EKS) kit, and Digital Electronic Steering (DES) fixed helm.

The Electronic Key Switch Kit includes an emergency stop panel with lanyard, two key fobs and Yamaha's Y-COP theft deterrent system.

TRAILER:

Vessel shall include one (1) Tuff Trailer MTB7000SG 7,000lb capacity galvanized tandem axle bunk trailer complete with disc brakes on all axles, 2-5/16" ball receiver, manual strap winch, safety chain, heavy duty jack stand, DOT approved lighting, spare tire with carrier. Bunks to have strap notches to aid in picking the boat.

SEA TRIALS:

Vessel shall undergo testing (Sea Trials) after completion to verify proper function and performance of all systems.

SHIPPING:

Shipping of the completed vessel to Norwalk, CT shall be provided.*

Owner/Buyer to be responsible for any off loading charges.*

DOCUMENTATION & KEYS:

One (1) Operation & Maintenance Manual shall be supplied with the craft. Includes OEM technical literature for all supplied equipment, operator/safety instructions, as-built boat drawings, as-built electrical system drawings.

Vessel to include two (2) complete key sets. (Doors, Hatches, Ignition)

Original Bill of Sale and Manufacturer's Statement of Origin documents shall be delivered with the boat conveying free and clear title(s).

Total For GSA Items: \$201,706.00

GSA Discount (2.5%): \$5,043.00

Adjusted Price: \$196,663.00

Industrial Funding Fee (IFF): \$1,486.00

Total Price For GSA Items: \$198,149.00

Total Price For Custom Items: \$7,750.00

TOTAL GSA PRICE, F. O. B NORWALK, CT:___\$205,899.00

For William E. Munson Company,

Jesse Munson, CEO



METAL SHARK

EVOLUTION THROUGH INNOVATION

6814 E Admiral Doyle Dr, Jeanerette, LA 70544, United States
Phone: +1 337-364-0777

PRICE QUOTE

Quote #:	LBU8RN
Quoted By:	Dean Jones
Date:	5/7/2024
Valid for (days):	365
GSA Contract:	GS-07F-0362T

SOLD TO	SHIP TO
Owen Lee Norwalk, CT Connecticut	Owen Lee Norwalk, CT Connecticut

ITEM DESCRIPTION	QTY
Selected Boat	
23 Relentless	1
Aluminum Alloy:	5086
Beam (Inside Deck):	6' 4"
Beam (Overall):	8' 6"
Estimated Operational Draft:	1' 10"
Fuel Capacity:	135 Gallons
Full Load Weight:	7000 Lbs
Height on Trailer (Mast Folded):	11' 7"
Height on Water (Mast Folded):	8' 3"
Height on Water (w/ Antennas):	16' 2"
Length (Hull):	23' 7"
Length (Inside Deck):	16' 6"
Length on Trailer:	32' 3"
Length w/ Engines & Engine Bar:	26' 10"
Lightship Weight:	5400 Lbs
Max HP:	400 HP
Engine Selection	
Mercury Single 350 HP Outboard (V10 Verado)	
Engine(s)	1
Engine Rigging and Controls: Digital	1
Key & Kill Switch with Lanyard	1
Engine Instrumentation: Digital	1
Engine Data Integration with Navigation Electronics	1
Power Assisted Hydraulic Steering w/ Tilt Helm	1
Propellers: Stainless Steel	1
Propulsion Systems	
Fuel Tank Welded Aluminum, EPA-Compliant, with Vent, Fill, & Fuel/Water Separator (Single Engine)	1
Trim Tabs w/ Indicators	1
Accommodation Options	
Full Canvas/Isinglass Enclosure Package with Canvas Zip/Roll Away Cover Feature	
Gray Canvas	1
Seat, Helm - Tier 2: Individual Folding Bolsters on Shock-Mitigating Pedestals, with Backrest, Grab Rail, and Horizontal Gun Storage Top-Access Lockers	
Light Gray - Upholstery	1
Seat, Forward Console with Padded Backrest and Storage Beneath	
Light Gray - Upholstery	1
Folding Radar Arch	1
Center Console (Full-Height) w/ Aluminum T-Top	

T-Top (Aluminum) Includes Overhead Radio Pod, Rain Channels, Flag Staff with Storage, and Safety Grab Rails	1
Center Console with Integrated Full-Height 3-Pane Fritted Glass Windshield and Fixed Position Footrest	1
Windshield Wiper with Washer	1
Console Grab Rails	1
Cup Holders, Expanded Size (2) with Drain	1
PORT Helm, Dash Panels: Custom, Powder Coated, with Illuminated Panel Lighting (Dimmable)	1
<u>Coatings, Colors, and Markings</u>	
Blackout Matte Finish Anti-Glare Coating (T-Top Underside [where applicable] and Upper Dash)	1
Bottom Paint (Black)	1
Hull Side Lettering and Decal Package (Size 8" Single Color Vinyl) (Fill Custom Text)	1
- Lettering/Striping, and Colors TBD	
Non-Skid Decks and Gunnels with Break-Up Pattern	
Black (610) - Fine	1
<u>Commercial/Heavy Duty/Deck Options</u>	
Anchor Locker: Aluminum Gasketed Hatch with Locking Latch	1
Cockpit: Self-Bailing with Oversized Scuppers	1
Metal Shark Logo Plates - Cast Aluminum (2)	1
Hardware: 316L Stainless Steel Throughout (where applicable)	1
Stern Lockers (Port/Stbd)	1
Bow and Stern Eyes: Heavy Duty Welded	1
Bow Bitt: Heavy Duty Welded	1
Bow Step, Folding SS	1
Cleats, (6) 10" Aluminum Welded	1
Dive Ladder Upgrade (Adjustable High-Capacity Rescue Ladder)	1
Dive Relief Cutouts (Port/Stbd)	1
Rails: Bow, Low Profile Welded Aluminum, Horizontal	1
Hatch, Bilge Access: Watertight Compression	1
Hatches, Storage: (HDPE) High-density polyethylene; includes Latching Hatches with Gasket and Vents (Console, Leaning Post, and Stern Locker Hatches)	1
Collar: WING Closed-Cell Foam with Heavy Duty UV protected Urethane Sheath, and Center Rub Strake	
Light Gray - Collar	1
Collar Repair Kit	1
Foam-Filled Hull: Where Applicable (Poured)	1
Tow Post with Cross Pin	1
Davit, Electrical with Dual Sockets (Includes Upgraded Battery System)	1
Engine Protection Bar (With Horns)	1
Tie-Downs (4), Recessed	1
<u>Lighting</u>	
Lights, Courtesy: Low-Level Red LED Deck Lights and LED Console Light	1
Lights, T-Top Overhead, Red/White LED (where applicable)	1
Lights, Flood LED (4) - Forward, Aft, Port, & Stbd	1
Spotlight, Basic (GoLight or Equal)	1
Emergency Light Flashers: (2) Flush Mount LED, Facing Aft	
BLUE	2
<u>Electrical</u>	
Battery System, Dual:	
Single Engine & House Bank: Optima Batteries (2), Charge Isolators, Push to Reset Breaker System, Independent Battery Switches with Emergency Parallel, and Military Wiring	1
12V T-Top Fans (2)	1
12V/USB Receptacles (2) (Located on Dash)	1
Loudhailer/Siren/Control Package	1
Horn - Flush Mount Electric	1
<u>Electronics and Navigation</u>	

Compass w/ Dimming Capability	1
Add Dome Radar to Electronics Package (18"/4kW)	
Garmin	1
Electronics Package Level 2: 12" MFD, GPS, Heading Sensor, & Sonar Package (Dual Transducer)	
Garmin	1
VHF Radio w/ RF & GNSS Antennas	
ICOM M330G	1
<u>Outfitting, Safety, Rescue, and Specialty Equipment</u>	
Steering Wheel, Stainless Steel with Power Knob	1
Anodes, Hull: Material Determined by Water Type	1
Bilge Pumps (2) 2000 GPH w/ Dash Switch & Auto Float Switch	1
Fire Extinguishers (2)	1
Life Ring with Mount	1
<u>Fire Fighting</u>	
<u>CBRNE</u>	
<u>Trailers and Cradles</u>	
Light Commercial Duty Aluminum Trailer w/ Torsion Axles, Brakes, Boarding Ladder, LED Lights, Tiedown Straps, Spare Tire and Rim	1
<u>Packaging and Delivery</u>	
Transit Shipping Cover	1
Delivery, CONUS	1
<u>Training, Testing, Sea Trials, and Special Services</u>	
<u>Spares</u>	
<u>Documentation</u>	
Boat Information Book	1
Custom Label Placards Kit	1
OEM Manuals Binder	1
Project Approval Drawings Package	1
<u>Customer Supplied Equipment</u>	
<u>Custom Request</u>	
Custom Requests	1
- Upgrade Outboard to Yamaha 300 Digital Add Webasto Heater	
<u>Notes & Instructions</u>	

TOTAL BEFORE TAXES AND DISCOUNT \$326,609.86

Discount: (\$0.00)

TOTAL BEFORE TAXES \$326,609.86

Sales Tax: \$0.00

State Surcharges: \$0.00

SINGLE BOAT TOTAL \$326,609.86

TOTAL QUANTITY OF BOATS ON ORDER 1

TOTAL ORDER AMOUNT \$326,609.86

1.) Payment: Due 30 days after delivery of the vessel. Any amount due hereunder that is not paid when due shall bear simple interest at a rate of 1.0% per month.

2.) Schedule: Quoted delivery time is subject to confirmation at time of actual order, as delivery times are approximate and may change. Metal Shark utilizes Engineer-to-Order manufacturing and as such delivery, shipping, installation, or performance dates indicated in this Quote/Proposal are estimated until the actual time of order based on receipt of existing orders.

3.) Delivery Date: Purchaser agrees to extend the Delivery Date for actual business days of delay attributable to the following permissible delays: natural events outside of Builder's control; delays in delivery of material and equipment; or Purchaser failing to provide timely approvals or furnished equipment, or providing incomplete furnished equipment.

4.) Warranty: Builder warrants that the vessel and its components, under normal use and service, will be free of defects in material or workmanship for a period of one (1) year from the delivery of the vessel. Builder also warrants that the hull, deck, and console of the Vessel will be free from structural degradation for a period of ten (10) years, if maintained properly.

5.) Specifications: All dimensions, weights, and capacities shown are reflective of base boat with standard equipment and are shown for comparison purposes only. These specifications are subject to change based on many factors including vessel configuration and equipment selection. Please confirm actual specifications with your Metal Shark sales representative.

6.) Accuracy of Information: As Metal Shark is dedicated to continual product improvement, the specifications, standard features, optional equipment, and model availability of our boats are subject to change without notice. Pricing is valid for the date shown on this quote and is otherwise subject to change without notice. Contact your Metal Shark sales representative for the latest pricing.

7.) Undisclosed Costs: Metal Shark reserves the right to adjust pricing to cover unanticipated cost impact from customer terms and conditions; and any fee or other expense mandated by the customer or the customer's governing entity and not disclosed prior to quoting.

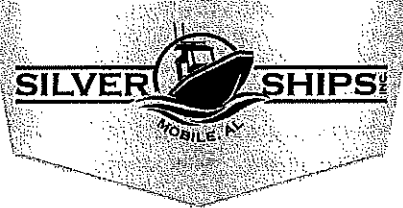
QUOTE ACCEPTED BY

Printed Name: Norwalk Harbormaster

Signature: _____

Date: 5/7/2024

Salesperson: David Hunt
 Email: dhunt@silverships.com
 Phone Office: (251) 459-8320
 Phone Cell: (251) 472-7290



Quote Number 2617
 Quote Date 05/03/24
 Quote Expires 06/02/24

Customer: Town of Norwalk
 email: olee@norwalkct.gov

GSA Contract Number:
 47QSWA18D009G

FSS	Part	Description	Government Price	Qty	Extended
	Base Boat				
GSA	EX24CB	Explorer 24 Cabin	\$ 172,710.00	1	\$ 172,710.00
	Propulsion Engines				
Open Mkt	Y-F250XSB	Yamaha F250XSB, Offshore 4.2L Intrgrtd DES, Shaft Length - 25", DEC	\$ 27,492.00	1	\$ 27,492.00
GSA	SUZ-DF200AP	Suzuki DF200AP, 25, SPC, NB	\$ 15,774.00		\$ -
GSA	ERC-1200002x	200XL SeaPro DTS 25, DTS	\$ 16,026.00		\$ -
	Propulsion Installation				
Open Mkt	PYAM01	Single Outboard Engine Rigging Kit and Installation, Yamaha	\$ 15,580.00	1	\$ 15,580.00
GSA	PSZK01	Single Outboard Engine Rigging Kit and Installation, Suzuki	\$ 11,590.00		\$ -
GSA	PMER01	Single Outboard Engine Rigging Kit and Installation, Mercury	\$ 12,445.00		\$ -
	Painting and Graphics				
GSA	PAINT4	Anti-Fouling (Unpainted Boat)	\$ 186.00	24	\$ 4,464.00
	Hull Options				
GSA	HU0012	Bow Gate upgrade for Explorer Series Boats - Electric (Winch)	\$ 9,120.00	1	\$ 9,120.00
GSA	HU0030	Engine Guard	\$ 1,178.00	1	\$ 1,178.00
GSA	HU0040	Heavy Duty Tow Post, Small	\$ 798.00	1	\$ 798.00
GSA	HU0060	Push Knees 20" - 29"	\$ 2,907.00	1	\$ 2,907.00
GSA	HU0086	Lenco Trim Tabs	\$ 2,774.00	1	\$ 2,774.00
	Console and Seating Options				
GSA	CAS017	Upgrade one Bostrom Suspension Seat to Shockwave S5 with Flip Up Bolster Seat	\$ 2,375.00	2	\$ 4,750.00
	Electrical Systems DC				
GSA	EDC003	Courtesy Light Package - 4 Hella Round (Black Housing / Red Light)	\$ 551.00	1	\$ 551.00
GSA	EDC009	Flood Light - Lumitec CapreaLT 1000 Lumens	\$ 399.00	4	\$ 1,596.00
GSA	EDC014	Electric Remote Searchlight - Gollight Stryker LED 320,000 Candela	\$ 1,140.00	1	\$ 1,140.00
GSA	EDC021	Light Package - Eight Whelen ION Series Super LED, (color TBD)	\$ 1,900.00	1	\$ 1,900.00
GSA	EDC026	Siren Haller Package - Whelen WPA-3 Control Head, WPA 112 Amp and Speaker	\$ 2,489.00	1	\$ 2,489.00
GSA	EDC031	Cabin Fan - Maradyne 3000 Series Heavy Duty Steel	\$ 380.00	2	\$ 760.00
	Electrical Systems AC				
GSA	EAC043	Espar Airtronic D4 Diesel Cabin Heater	\$ 9,101.00	1	\$ 9,101.00
GSA	EAC000	30A Shore Power System, for boat without Generator	\$ 2,774.00	1	\$ 2,774.00
GSA	EAC031	Two Bank Battery Charger 36A	\$ 1,045.00	1	\$ 1,045.00
	Communications and Navigation				
0	0	Installation of Customer Furnished Equipment	\$ -		\$ -
GSA	CAN002	Installation of CFE - UHF/VHF/AIS	\$ 1,102.00	1	\$ 1,102.00
0	0	Garmin Navigation Systems	\$ -		\$ -
GSA	CAN104	GPSMAP® 8610xsv w/ transom mount transducer	\$ 6,536.00	1	\$ 6,536.00
GSA	CAN128	Garmin Add on Thru-Hull (Depth/Temp only)	\$ 532.00	1	\$ 532.00
0	0	VHF Communications	\$ -		\$ -
GSA	CAN263	Standard Horizon GX2400 VHF Standard Matrix AIS/GPS Black	\$ 1,805.00	1	\$ 1,805.00
	Safety and Outfit Packages				
GSA	SAF009	Thorn First Mate 850 Davit w/manual winch	\$ 6,631.00	1	\$ 6,631.00
GSA	SAF017	Stainless Telescoping Boarding Ladder (4-Step)	\$ 646.00	1	\$ 646.00
	Additional Options				
			\$ -		\$ -
	Trailer				
GSA	TRL-2510-2	Commercial Aluminum I-Beam Trailer, Double Axle, 10K Net Cap, 25ft Vessel	\$ 10,340.00	1	\$ 10,340.00
	Delivery				
Open Mkt	DEL001	Legal Load - 8' 6" (Per Mile)	\$ 4.00	1257	\$ 5,028.00
Price Summary					\$ 295,749.00

Terms & Conditions

1. Delivery is TBD days after completion of design phase and customer approval of the final design.

2. Quote is for Delivery to Customer Location by Silver Ships, Inc.

3. Payment Terms are: 40% down payment with Order due before start of Design phase; 40% progress payment due upon completion of Metal Fabrication (net 15 days); final payment for remainder (plus any contract additions) due upon receipt of vessel. Non-payment of any progress payment will result in the stop of work, and therefore the delay of the delivery date.

4. Manufacturers Statement of Origin (MSO) for Boat (and trailer, if applicable) will be issued upon receipt of Final Payment. Exceptions to this Policy may be subject to additional processing fees.

5. Vendor Parts Numbers, Model Descriptions, Specifications and Availability are subject to change. Silver Ships, Inc. reserves the right to substitute equipment with components of equal quality or value.

6. This quotation does not contain Sales Tax, Value Added Tax, Tariffs, Fees, and/or other Government charges that Silver Ships, Inc. may be required to Collect and Remit to your Locality. Such Charges will be in Addition to the Total Provided on this Quotation. Any such charges shall be identified at the time of the Sale and Added to the Invoice if so Required.



CITY OF NORWALK
Jessica Vonashek
Chief of Economic and Community
Development
jvonashek@norwalkct.gov
Norwalk City Hall
125 East Avenue, Room 122
Norwalk, CT 06851

TO: Members of the Economic and Community Development Committee of the Common Council; Members of the Common Council

FROM: Jessica Vonashek, Chief of Economic and Community Development; Steve Kleppin, Director of Planning and Zoning

DATE: September 18, 2024

RE: Document Digitization Project

Project Overview

The City of Norwalk is launching a project to digitize approximately 150,000 pages of documents from the Building and Planning & Zoning Departments, with the potential to include additional documents as needed. These documents, which range in size from 6 inches by 6 inches to 24 inches by 48 inches, are tied to the city's 50,000 parcels and include critical materials such as field cards, site plans, inspection reports, and building permits. The goal is to ensure that these essential records, some dating back to the early 1920s, are digitized for improved accessibility, organization, and preservation.

Document Prioritization

While the City has records for every property in Norwalk dating back to the 1920s, the project will prioritize the digitization of more recent field cards and building permits. These documents are most relevant for current city operations. Site plans and other older documents will be included later in the process. Due to the sheer volume of documents—potentially far exceeding the initial 150,000-page scope—the budget for this project is set at \$284,995.50, higher than the listed price to account for the almost limitless number of documents that could be digitized.

Vendor Selection

ARC Document Solutions LLC has been selected for their extensive experience in scanning municipal documents, particularly those related to complex parcel information. Their proven ability to manage large-scale digitization projects ensures that the documents will be processed with accuracy and efficiency. One key benefit of working with ARC Document Solutions is that the scanned documents will be immediately available for access, ensuring seamless continuity in city operations.

Funding Sources

This project will be funded through two sources: the American Rescue Plan Act (ARPA) and a capital request from Planning and Zoning in 2021. The ARPA funds, which must be utilized by 2026, will be prioritized to ensure timely use of this federal funding. The remaining budget will come from the 2021 capital request. This dual funding approach allows the City to proceed confidently, ensuring the completion of the project within financial and time constraints.

System Integration

The digitized documents will be integrated into the City of Norwalk's existing ONBASE Electronic Document Management System (EDMS), currently used by the Department of Public Works. This integration will allow city staff to retrieve and manage the digitized documents within a familiar system. However, as the city plans to move to a new Online Permitting Platform in the near future, a temporary digital repository may be used for up to 36 months to store and access the documents.

Project Objectives

The project's main objectives are to:

- Maximize the number of documents scanned within the city's budget while minimizing disruptions to city departments.
- Ensure the accuracy and quality of the digitized documents.
- Establish a consistent naming nomenclature for ease of retrieval.
- Provide a user-friendly interface for accessing digitized records.
- Ensure the digitization process meets American National Standards Institute (ANSI) and Association for Information and Image Management (AIIM) standards.

Scope of Services

ARC Document Solutions LLC will carry out a series of detailed tasks to ensure the successful execution of the project:

- **Preparation Phase:** They will conduct a thorough inventory and assessment of the documents, establish a project plan and timeline, and prepare the documents for scanning by removing staples, repairing torn pages, and organizing them for processing.
- **Handling and Security:** The firm will implement strict security measures to protect the documents, ensuring that all records are safeguarded from loss or damage. An automated tracking system will be used for document retrieval throughout the process.
- **Digitization Process:** The documents will be scanned at 300 dpi resolution into searchable PDF files. ARC Document Solutions will implement Optical Character Recognition (OCR) to ensure the documents are fully searchable. Additionally, rigorous quality control checks will be performed to maintain the accuracy and clarity of the scanned documents.

Deliverables and Training

Upon completion, the firm will provide a fully digitized collection of documents, complete with a consistent naming convention as specified by the city. City staff will receive training on how to access and retrieve the digitized documents using the new system. Comprehensive user documentation will also be provided to guide staff through the procedures for accessing and utilizing the digital repository.

Project Management

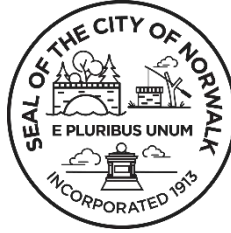
ARC Document Solutions LLC will assign a dedicated project manager to oversee the entire digitization process, ensuring the project remains on schedule and that all objectives are met. Regular progress meetings will be held with city stakeholders to provide updates, address concerns, and ensure transparency throughout the project.

By selecting ARC Document Solutions LLC, the City of Norwalk is ensuring that the digitization process will be carried out with the highest standards of efficiency and accuracy. The immediate availability of the digitized documents will significantly enhance the city's document accessibility and operational efficiency.

ACTION: Authorize the Mayor, Harry W. Rilling, to enter an agreement with ARC Documents Solutions, LLC for document digitization and cataloging in an amount not to exceed \$284,995.50.

**ACCT: 133710-5796-AEC12
0922 3730 5777 C0801**

**CITY OF NORWALK
PURCHASING DEPARTMENT**



**SEALED RFPs MUST BE RECEIVED BY THE OFFICE OF THE PURCHASING AGENT, 125 EAST AVENUE NORWALK, CT 06851
BY THE DATE AND TIME OF RFP OPENING**

PROJECT NUMBER:	4370
REQUESTING DEPARTMENT:	Economic and Community Development
DATE OF RFP ISSUANCE:	07/12/2024
TITLE OF RFP:	Document Scanning Services
RFI/QUESTION DEADLINE:	2:00PM 07/18/2024
ELECTRONIC SUBMISSION DEADLINE:	2:00PM 07/24/2024
HARD COPY SUBMISSION DEADLINE:	N/A
MANDATORY WALKTHROUGH: DATE, TIME, AND LOCATION OF WALKTHROUGH	YES () NO (X) N/A
TIME/DATE OF RFP OPENING:	2:00 PM 07/24/2024
RFP DEPOSIT REQUIRED: IF YES, AMOUNT REQUIRED	YES () NO (X)
SUCCESSFUL BIDDERS ONLY: PERFORMANCE & PAYMENT BOND REQUIRED: IF YES, AMOUNT REQUIRED	YES () NO (X)
SUCCESSFUL BIDDERS ONLY: MAINTENANCE BOND REQUIRED:	YES () NO (X)

ALL TERMS AND CONDITIONS, SPECIFICATIONS AND BID FORMS ARE ATTACHED HERETO.

NOTE: THE FOLLOWING DOCUMENTS WILL BE REQUIRED FOR A BID TO BE COMPLIANT

- 1. BIDDER'S INFORMATION AND ACKNOWLEDGEMENT FORM**
- 2. RFP FORMS, INCLUDING PRICING SHEETS AND ADDENDA ACKNOWLEDGMENT FORMS**
- 3. EXCEPTIONS (IF ANY)**

CITY OF NORWALK
PURCHASING DEPARTMENT
NOTICE TO BIDDERS

1. ALL RFPS WILL BE OPENED PROMPTLY AT THE ADVERTISED TIME OF OPENING. THERE WILL BE NO DELAYS OR POSTPONEMENTS WHICH ARE NOT PUBLICLY ADVERTISED. ANY RFP RECEIVED AFTER THE ADVERTISED TIME OF OPENING WILL NOT BE ACCEPTED.
2. OBLIGATION OF BIDDERS:
 - a. AT THE TIME OF OPENING RFPS, EACH BIDDER SHALL BE PRESUMED TO HAVE INSPECTED THE SITES AND TO HAVE MADE THEMSELVES THOROUGHLY FAMILIAR WITH THE PLANS AND CONTRACT DOCUMENTS, INCLUDING ALL ADDENDA. THE FAILURE OR OMISSION OF ANY BIDDER TO RECEIVE OR EXAMINE ANY FORM, INSTRUMENT OR DOCUMENT SHALL IN NO WAY RELIEVE ANY BIDDER FROM ANY OBLIGATION IN RESPECT TO THEIR RFP.
 - b. EACH BIDDER MUST FULLY INFORM THEMSELVES OF THE CONDITONS RELATING TO THE WORK WHICH WILL BE PERFORMED. FAILURE TO DO SO WILL NOT RELIEVE THE SUCCESSFUL BIDDER OF THEIR OBLIGATION TO FURNISH ALL LABOR AND MATERIALS NECESSARY TO CARRY OUT THE PROVISIONS OF THE CONTRACT DOCUMENTS AND TO COMPLETE THE CONTEMPLATED WORK. IN AS MUCH AS POSSIBLE, THE CONTRACTOR MUST, IN CARRYING OUT THEIR WORK, EMPLOY SUCH MEANS AND METHODS AS WILL NOT CAUSE ANY INTERRUPTIONS OR INTERFERENCE WITH THE WORK OF ANY OTHER CONTRACTOR.
3. TIME IS OF THE ESSENCE (IF APPLICABLE):
 - a. IF THE PROJECT IS NOT COMPLETED BY THE DATE SPECIFIED AS THE SUBSTANTIAL COMPLETION DATE IN THE CONTRACT ENTERED INTO BY THE CITY AND THE CONTRACTOR, THE CONTRACTOR WILL BE SUBJECT TO CONSEQUENTIAL AND/OR LIQUIDATED DAMAGES.

CITY OF NORWALK

PURCHASING DEPARTMENT

GENERAL INFORMATION

1. INTRODUCTION

The City of Norwalk is requesting proposals from qualified vendors to assist the City scanning and indexing it's documents. The requirements of this project are outlined in greater detail under Section 2 Scope of Work/Project Specifications.

2. RFP DOCUMENTS

All RFP documents for this invitation are available over the internet at <http://www.norwalkct.gov>. Adobe Acrobat reader is required to view this document. If you do not have this software you may download it for free from Adobe.

3. ADDENDA

All addenda, if issued will be available over the internet at <http://www.norwalkct.gov>. We strongly suggest that you check for any addenda a minimum of forty-eight hours in advance of the RFP deadline. It is the responsibility of the bidder to check for issuance of any addenda.

4. BIDDER'S LIST

Bidder's list for this solicitation will not be published.

5. QUESTIONS CONCERNING THIS RFP

All questions concerning this solicitation must be directed, via e-mail, to Sharon Connors, Purchasing Agent at sconnors@norwalkct.gov. Please include the Project Number and Project Title in the subject line. The deadline for the submission of questions is 2:00 pm, July 18, 2024.

6. SUBMISSION OF RFP

The City of Norwalk requires **electronic sealed submission** for this project in the City of Norwalk's BONFIRE portal.

All sealed electronic submissions must be submitted in Bonfire no later than July 24, 2024, at 2:00PM.

7. SUMMARIES

A list of the proposing firms will be available any time after 5:00 pm on the day of the RFP opening at [Purchasing-Bid Postings](#). RFP results will not be provided over the phone.

CITY OF NORWALK

PURCHASING DEPARTMENT

SPECIAL NOTES:

1. **Public Opening:** Per the [City of Norwalk Purchasing Guidelines](#), Bids shall be opened publicly by the Purchasing Agent or his designee, in the presence of one or more witnesses at the time and place designated in the Invitation for Bids. Receipt of Proposals: Proposals shall be opened so as to avoid disclosure of contents to competing proposers during the process of negotiation. A Register of Proposals shall be prepared in accordance with these Procurement Guidelines and shall be open for public inspection after contract award. If you wish to hear the bid/RFP opening, please join us through a teleconference.

Access Number: (866) 640-4044 or (678) 302-3554

Participant Code: 968 704

The City of Norwalk is an Affirmative Action/Equal Opportunity Employer; Minority/Women's Business Enterprises are encouraged to apply

CITY OF NORWALK
PURCHASING DEPARTMENT

SECTION 1 – RESPONSE FORMS

**CITY OF NORWALK
PURCHASING DEPARTMENT
PROPOSER'S INFORMATION AND ACKNOWLEDGMENT FORM**

Proposer's Name

Street Address

City	State	Zip

Business Telephone:

Email Address:

Printed Name and Title of Individual Submitting Proposal

The undersigned acknowledges that the terms, conditions and specifications of this RFP are understood and unconditionally accepted.	
Signature	Date

CITY OF NORWALK
PURCHASING DEPARTMENT

Exceptions: Note any vendor(s) responding to this proposal shall indicate any/all exceptions (if any) taken to language in this proposal. **BIDDERS MAY NOT TAKE EXCEPTION TO SUBSTANTIVE TERMS OF STANDARD CONTRACT FORMS PROVIDED IN THE RFP/RFQ/ITB.** Exceptions must be declared below in order to be considered by the City:

[illegible]

CITY OF NORWALK PURCHASING DEPARTMENT

1.1 PROPOSAL RESPONSE FORM

Vendor Name -		
Address -		
Phone -	Fax -	Email -
Manager -		Fed ID#

The undersigned hereby declares that they have or they have carefully examined the plans, specifications and project sites and has satisfied themselves as to all the quantities and conditions, and understands that in signing this proposal he waives all right to plead any misunderstanding regarding the same.

The undersigned further understands and agrees that he will furnish and provide all the necessary material, machinery, implements, tools, labor, services, and other items of whatever nature, and to do and perform all the work necessary under the aforesaid conditions, to carry out the contract and to accept in full compensation therefore the amount of the contract as agreed to by the Contractor and the City.

It is further understood and agreed that all information included in, attached to, or required by the Request for Proposal shall be public record upon delivery to the City.

- A. PROPOSED FEES:** Fees should breakdown by method and scanning location. Note the cost of documentation preparation (per Page), the City may elect to prepare all files in advance. Enter the rates for both images only scan and image scan + OCR. Enter the estimated number of months needed to scan the document page totals, if there is an administration fee and the cost per month for temporary up to thirty-six (36) month interim system solution.

SCANNING OFFSITE FACILITY						
	PAGES	PREP/pg	SCAN IMAGE/pg	SCAN IMAGE +OCR/pg	PU- DELIVER/bx	OTHER*
SCANNING	150,000					
ADMINISTRATION FEE/per month						
INTERIM SYSTEM SOLUTION/per month						

CITY OF NORWALK PURCHASING DEPARTMENT

SCANNING ONSITE FACILITY						
	PAGES	PREP/pg	SCAN IMAGE/pg	SCAN IMAGE +OCR/pg	PU- DELIVER/bx	OTHER*
SCANNING	150,000					
ADMINISTRATION FEE/per month						
INTERIM SYSTEM SOLUTION/per month						

*OTHER: Please use additional pages to describe the fee

B. CERTIFICATION

Submitted By:	Signature:
Authorized Agent of Company (Name & Title):	
	Date:

C. The above signatory acknowledges receipt of the following addenda issued during the bidding period and understands that they are a part of the bidding documents (if applicable):

Addendum #		Dated		Addendum #		Dated	
Addendum #		Dated		Addendum #		Dated	

CITY OF NORWALK

PURCHASING DEPARTMENT

1.2 STATEMENT OF QUALIFICATIONS

Please answer the following questions regarding your company's past performance. Failure to reply to this instruction may be regarded as justification for rejecting a bid.

1.	Number of years in business:		
2.	Number of personnel employed:	Part Time	Full Time

3. List six contracts of this type/size your firm has completed within the last four years:			
Project	Date	Contact Person	Phone No.

4. **SUBCONTRACTORS:** If subcontractors are to be used, please list firm name, address, name of principal, and phone number below or on a separate sheet. Also indicate portion or section of work subcontractor will be performing.

COMPANY NAME	ADDRESS	PRINCIPAL	PHONE	PORTION/SECTION OF WORK

CITY OF NORWALK

PURCHASING DEPARTMENT

5. ORGANIZATIONAL STRUCTURE OF BIDDER (check which applies)	general partnership		
	limited partnership		
	limited liability corporation		
	limited liability partnership		
	corporation doing business under a trade name		
	individual doing business under a trade name		
	other (specify)		
6. STATUS OF THE BUSINESS AND ITS CURRENT STANDING WITH THE SECRETARY OF STATE'S OFFICE; e.g., are all required filings current and in good standing or has the entity been withdrawn or canceled	<u>Connecticut corporations</u> - Will the Secretary of State be able to issue a Certificate of Good Standing within 30 days of the bid opening?	Yes	No
	<u>Out-of -State corporations</u> - Do you have a valid license to do business in the State of Connecticut? (Evidence in the form of a Certificate of Authority from the Connecticut Secretary of State will be required within 30 days of the bid opening.)	Yes	No
7. CT eLICENSE (https://www.elicense.ct.gov) / Business Registration (https://business.ct.gov/?language=en_US) :			
8. Is your local organization an affiliate of a parent company? If so, Indicate the principal place of business of your company and the name of the agent for service <u>if different from what has been indicated on the response form</u>:			
Business Name			
Address			
City, State & Zip			
Name of Agent			

CITY OF NORWALK PURCHASING DEPARTMENT

NOTE: In the case of a Limited Liability Corporation or a Limited Liability Partnership a certified copy of the Articles of Organization certified as valid and in effect as of the date of the bid opening will be required within 30 days of the bid opening. A listing of the corporate officers, in the case of a corporation; the general or managing partners, in the case of a partnership; or the managers and members in the case of either a limited liability partnership or company will be required within 30 days of the bid opening.

9. Your company may be asked to submit the following information relative to your company's financial statements prior to receiving an award. This information will not be part of the public bidding record and will remain confidential.

All information should be supported with appropriate audited financials

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

All responses to this questionnaire are understood to be proprietary to the vendor, and will be considered confidential.

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

10. Identify your businesses' supplier diversity classification and provide certification:

DIVERSITY CLASSIFICATION	CHECK ALL THAT APPLY
Women Business Enterprise (WBE)	
Minority Business Enterprise (MBE)	
Disadvantage Business Enterprise (DBE)	
Veteran-owned Small Business (VOSB)	
Small Business (SBE)	
Other (please explain)	

CITY OF NORWALK

PURCHASING DEPARTMENT

1.3 CITY OF NORWALK VENDOR RECORDS

If you have not done business with the City of Norwalk as a vendor, your business information needs updating or your City of Norwalk vendor record has not been updated over three (3) years. Please complete and include the latest Internal Revenue Service (IRS) W-9 Form with your submission. Here is the URL to the IRS website:

<https://www.irs.gov/forms-pubs/about-form-w-9>

1.4 INSURANCE

Insurance Agency Name:	Tel:
Agency Address:	Email:

1.5 CITY OF NORWALK VENDOR QUESTIONNAIRE – IT INFORMATION SECURITY

City of Norwalk Vendor Questionnaire

IT Information Security

Rev 8.4.22

1. **Third-Party Contact Information** (please provide the POC for follow-up questions to this questionnaire):
Vendor Name, Address, Point-of-Contact Name, Phone Number and Email

2. **Description of Services/Products:** Please provide a detailed description of services/products your organization aims to provide to the City?

3. **System and Equipment Access:** Will your organization use your own systems and equipment to perform the services, or will your organization need access to the City's systems, equipment and network? (Yes or No, If Yes, please explain)

YES ☐ NO ☐

4. **Description of Data:** Are you using data from the City in order provide the services/product to the City (Yes or No, if Yes proceed to 3.1)

a. What data is needed to provide the services/products to the City?

Example: Name, Social Security Number, Trade Information, Source Code, Payroll or Accounts Payable data, student or patient data, Law Enforcement data, any Personally Identifiable Information (PII), etc.

YES ☐ NO ☐

If your answers to Questions 3 and 4 are BOTH “NO”, thank you for completing the IT Information Security Questionnaire.

If one or both questions are “YES”, please complete the remaining questions.

5. **Office Locations:** How many office locations does your organization have? *Please include the locations of your organization.*

6. **Data Center Locations:** How many data centers does your organization utilize to provide services/products to the City? *Please include the locations of the data centers utilized by your organization.*

7. **Business Entity:** What is your business entity type?
**Example: Sole Proprietorship, Partnership, C Corporation, S Corporation, Limited Liability Corporation (LLC), Limited Liability Partnership (LLP)*

8. **How many employees and contingent workers do you have in your organization?**
1-10 ☐ 10-50 ☐ 50-100 ☐ 100-500 ☐ 500-1000 ☐ 1000 or more ☐

9. **Physical Access:** Does your organization need to be onsite or offsite to provide services/products to the City?
YES ☐ NO ☐

10. **Access to Data:** How is your organization accessing City data?

**Example: Is the data supposed to be sent to your organization via email or will the data need to be uploaded to an application?*

**Note: For third-parties that are providing an application to perform the services, please specify whether the application will be an internally hosted solution, cloud-based solution (i.e. SaaS, IaaS, PaaS), or a traditional web-based application (i.e. eBay, WebEx, online banking application)*

11. **Data Storage:** Does your organization outsource data storage or does your organization utilize its own databases to store data? Does your organization store data outside of the United States?

YES ☐ NO ☐

12. **Segregation of Data:** Does your organization's database structure allow segregation of sensitive client data?

YES ☐ NO ☐

13. **Independent Attestations:** Does your organization have independent attestations such as (i.e. ISO 27001, SSAE-18 SOC-1, SOC-2, PCI- DSS, ISO 9001)?

14. Information Security

- a. Does your organization have written information security policies and procedures (WISP)?

YES ☐ NO ☐

- b. How often are the information security policies and procedures reviewed and updated?

- c. Who in the organization is responsible for reviewing and updating the information security policies and procedures?

- d. Does your organization have privacy policies and procedures?

YES ☐ NO ☐

- e. How often are the privacy policies and procedures updated?

- f. Who in the organization is responsible for reviewing and updating the privacy policies and procedures?

- g. What methods of encryption are utilized for data at rest and in transit?

h. Are the encryption methods utilized FIPS 140-2 approved?

YES ☐ NO ☐

i. Does your organization utilize firewalls to filter incoming data and information from the internet into your company network?

YES ☐ NO ☐

j. Does your organization perform penetration testing at least once per year to determine if unauthorized access to the computer network and malicious activity is possible externally?

YES ☐ NO ☐

k. Does your organization perform vulnerability testing at least once per year in order to identify vulnerabilities within the internal network?

YES ☐ NO ☐

l. Does your organization perform background checks on employees and contingent workers prior to onboarding them? Describe the nature of these background checks (i.e., criminal, credit, international, etc.).

YES ☐ NO ☐

m. Does your organization utilize multi-factor authentication?

YES ☐ NO ☐

n. Does your organization utilize scan cards or biometric scans to grant employees and contingent workers access to the building and data centers where data is stored?

YES ☐ NO ☐

o. If offering a technology product, does the organization utilize software development life cycle (SDLC) or Agile to build and maintain technological product?

YES ☐ NO ☐

p. Does the technological product undergo information security testing and quality assurance testing prior to deployment?

YES ☐ NO ☐

q. Does the Vendor provide annual Cybersecurity Awareness training to their employee?

YES ☐ NO ☐

r. Does the Vendor provide annual phishing simulations for their employee?

YES ☐ NO ☐

s. Have users been educated on how to report suspected security violations or vulnerabilities?

YES ☐ NO ☐

t. Does the Vendor have an employee identified as the Chief Information Security Officer?

YES ☐ NO ☐

u. Are all the Vendor laptops encrypted?

YES ☐ NO ☐

v. Are all Vendor computers (workstations, notebooks) required to join the Company's domain and receive Group Policies?

YES ☐ NO ☐

w. Does the Vendor meet the NIST 800-63 password guidelines?

YES ☐ NO ☐

15. Risk Management

- a. Does your organization have an enterprise risk management framework implemented at your organization?

YES ☐ NO ☐

- b. Does your organization have documented enterprise risk management policies and procedures?

YES ☐ NO ☐

- c. Who in the organization is responsible for reviewing the enterprise risk management policies and procedures?

- d. Does your organization utilize an outside third-party to provide services/products to the client?

YES ☐ NO ☐

- e. Does your organization have a third-party risk management program (TPRM)?

YES ☐ NO ☐

f. Does your organization include right-to audit clauses in contracts with third parties?

YES ☐ NO ☐

g. Does your organization have a certificate of insurance (COI)? *Please attach a copy of your COI.*

YES ☐ NO ☐

Business Continuity/Disaster Recovery

a. Does your organization have a business continuity plan?

YES ☐ NO ☐

b. How often is the business continuity plan updated?

c. Does your organization conduct business continuity tests once per year?

YES ☐ NO ☐

d. Does your organization have a disaster recovery plan?

YES ☐ NO ☐

e. How often is the disaster recovery plan updated?

f. Does your organization conduct disaster recovery tests once per year?

YES ☐ NO ☐

g. Does your organization have business continuity and/or disaster recovery sites?

YES ☐ NO ☐

h. Are the business continuity/disaster recovery sites located in the United States or outside the United States? *Please include the locations of business continuity/disaster recovery sites?*

YES ☐ NO ☐

SECTION 2 – SCOPE OF WORK / PROJECT SPECIFICATIONS

2.1 Introduction

The aim of this project is to digitize a collection of approximately 150,000 pages of documents provided by the City of Norwalk ("City"), with the possibility to scan additional documents as needed. The current documents vary in size from 6 inches by 6 inches to 24 inches by 48 inches. The scope includes establishing a naming nomenclature as provided by the city to ensure consistency and ease of retrieval.

2.2 Background

The City of Norwalk comprises of 50,000 parcels. The documents to be scanned are from the Building Department and Planning and Zoning Department. The variety of documents tied to each parcel can vary, but at a minimum it shall include five (5) sets of field cards. In addition to the field cards, the parcels may have site plans, inspection, and building permit documents to be scanned. All documents fall under public access and may contain sensitive information.

The City is currently utilizing ONBASE as its Electrical Document Management System (EDMS) to manage maps and documents for the Department of Public Works. As part of the digitization project, the digitized documents will be seamlessly integrated into the existing ONBASE system, although this integration is not necessary but preferred. This ensures that the newly digitized documents are easily accessible within the familiar ONBASE environment, allowing users to leverage the full functionality of the CMS for document retrieval and management.

The City is also looking to move to another Online Permitting Platform where these records will need to reside and be accessible. In the interim the City may consider a temporary repository for approximately thirty-six (36) months instead of the ONBASE system.

Project Objectives:

- The City to select a firm that has experience scanning documents for a municipality and general understanding the complex parcel documents.
- Value engineering to be able to get the most scanned within a limited budget and with minimal disruption to the department.
- Digitize approximately 150,000 pages of documents provided by the City, with the possibility to scan additional documents as needed.
- Ensure accuracy and quality of digitized documents.
- Establish a naming nomenclature as provided by the city for consistent file organization and retrieval.
- Have a user-friendly interface for accessing and retrieving digitized documents.
- Services shall be in accordance with standards set by the American National Standards Institute (ANSI) and Association for Information and Image Management (AIIM).

Deliverables:

- Digitized collection of approximately 150,000 scanned pages of documents.

- Established naming nomenclature for the digitized documents as provided by the city.
- User documentation outlining procedures for accessing and utilizing the digital repository.
- Completed project documentation, including inventory reports, quality assurance records, and project management reports.

Project Timeline:

- The project timeline will be determined based on the scope and complexity of the digitization process. A detailed timeline will be developed during the preparation phase in collaboration with the City.

2.3 Scope of Services

A. Preparation Phase:

1. Conduct a thorough inventory and assessment of the documents to be digitized.
2. Establish a project plan and timeline for the digitization process.
3. Collaborate with the City to define the naming nomenclature for the digitized documents.
4. Procure all the necessary equipment and resources for the digitization process.
5. Firm and/or Contractor shall perform "Document Preparation" as necessary to scan all files. Preparation of documents to be scanned: this includes removing all staples and paperclips, repair all torn documents with non-reflective tape, straighten all folded plans and mount any irregular size memorandum on standard 8 ½ x 11 or 8 ½ x 14 paper and other wise make the documents ready for processing.

B. Handling and Receiving Requirements

1. It is critical that the Firm understands the required security of the documents. These documents are irreplaceable and must be safeguarded. Once the Firm and/or Contractor receives the documents from the City, they are responsible for the safekeeping. Firm and/or Contractor must secure materials in a secure, dry location and take great care in handling of fragile originals.
2. Safeguards against theft, loss, and/or damage must be maintained at the highest levels. The Firm and/or Contractor will be held responsible and fined up to \$500 for lost, stolen or damaged files, records and map documents. Also, no unauthorized reproduction or duplication of any files or records produced by the Firm and/or Contractor is permissible. These documents may contain sensitive security information such as building plans, intellectual property rights and other sensitive information. Once the documents are in the hands of the Firm and/or Contractor, they become solely responsible for the security of the documents.

3. The Firm and/or Contractor will inventory and acknowledge the receipt of all items received. It is intended that the Firm and/or Contractor will maintain an automated tracking system to allow for the retrieval of any document that is in process.
4. Any discrepancies between the City's Department's inventory transmittal and the items received by the Firm are to be resolved with ten calendar days. After scanning/digital image and indexing services have been completed and prior to returning records to the City, the Firm will be required to perform a final quality control step that compares the final output to the manifest that the City provided to the to ensure that every document has been digitized and indexed. The Firm will be required to provide to the City a report comparing the documents provided to the final output with each product delivery. The City will implement this process in conjunction with the Firm and is open to process re-engineering as suggested by the Firm.
5. Pick-up and Turnaround Time: The Firm will pick up City documents that are to be scanned to digital image and indexed from designated City sites; the Firm is responsible for the pick-up of the City documents themselves, the City will determine if it benefits the City.
6. The City and the awarded Firm and/or Contractor will mutually develop a procedure, as well as a pickup and delivery schedule.
7. The City will determine the pickup locations and shall also require the Firm and/or Contractor to schedule a regular pick up of documents to be scanned to digital image and indexed.
8. Transportation of City Documents: All City documents must be transported in closed, preferably climate controlled, vehicles. If magnetic media is involved, all items must be placed in magnetic protection containers within the applicable vehicles.

C. Digitization Process:

1. Scan each document using appropriate scanning equipment.
2. Ensure that scanned images are of high quality and resolution.
 - a. The documents will be scanned and indexed in the proper orientation at the industry standard of 300 dpi.
 - b. Optical Character Recognition (OCR) Services. This process shall provide an accurate conversion of image data into a searchable PDF format.
 - c. Scanned at the vendor's facility, at the City of Norwalk premises, or a combination of both.
3. Implement quality control measures to verify accuracy and completeness of scanned documents.
4. Organize digitized documents according to the established naming nomenclature.

5. Onsite Scanning Workroom: The City may wish to also explore having the Firm to prepare to set-up an onsite scanning workroom to reduce shipping and handling costs, reduce turnaround times, and to maintain security protocols.

D. Quality Assurance:

1. Conduct regular quality checks to ensure accuracy and completeness of digitized documents.
2. Address any discrepancies or issues identified during quality checks promptly.
3. All data must be preserved in a form identical to, or functionally equal to, the original record.
4. Scanned images shall be placed on a DVD and other industry approved devices for delivery to the City.
5. Each scanned image shall have a unique file name specified by the City.
6. Documents shall rotate to provide maximum readability (e.g. letters shall be in proper orientation when document is displayed without rotation.)
7. Firm and/or Contractor shall use 300 dpi or higher for those documents where it is required to meet the quality requirements.
8. The Firm shall not scan blank documents.
9. The firm shall perform a consistency check on 20% of the images. This shall include image clarity, orientation, and accuracy.
10. The Firm shall calibrate and maintain systems (maintain consistency of output as described in ANSI/AIIM MS44-1988 (R1993) Recommended Practice for Quality Control Image Scanners; ensure that scanning system is free from dust and other particles; maintain calibration through each shift; use appropriate technical targets and procedures as defined by manufacturer)
11. iReport and discuss any problem images that cannot be captured to meet benchmark specifications.
12. Inspect archived maps for quality and consistency
13. Post process digital images – (cropping, deskewing, despeckling, image rotation)
14. A document may consist of one or many pages and should be addressed as follows: If the document has more than one page this document must be scanned as a single file multi-page document.

E. Record Accessibility

1. The City will require designated City Staff to have access to original City documents supplied to the Firm for Scanning/Digital Image and Indexing Conversion Services in the event a document is needed. The Firm will provide the ability to locate and return to the City any original document that is in the possession of the Firm and/or Contractor within one (1) business day from the time of request by an authorized department staff person.

2. After the City has fulfilled its need the Firm shall also pick up these documents and return with them to the Contractor site to either complete the scanning/digital image and indexing process, whichever applies.

F. Data Management:

1. Establish a secure digital repository for storing digitized documents.
2. Implement backup and data protection measures to safeguard against data loss.
3. Develop a system for indexing and cataloging digitized documents to facilitate easy retrieval.

G. Training and Documentation:

1. Provide training to relevant staff members on accessing and retrieving digitized documents.
2. Develop user documentation outlining the procedures for accessing and utilizing the digital repository.

H. Project Management:

1. Assign a project manager to oversee the digitization process and ensure adherence to project timelines and objectives.
2. Conduct regular progress meetings with stakeholders to provide updates on the project status and address any concerns or issues.

2.4 Fees

To facilitate accurate planning, please provide a fee estimate based on the requirements outlined in the scope of work. This should include equipment procurement, labor costs, and any other project expenses.

Vendor invoices shall denote the number of scanned pages being billed for the current invoice as well as the total number of pages billed to date.

We encourage suppliers to provide pricing in ranges based on the number of pages to be scanned. Considering the possibility of scanning more pages, we believe this approach could potentially yield more favorable rates.

2.5 Funding Source

This project may be funded from ARPA funds. As a result of the ARPA funding source, the selected vendor will have to obtain an active registration with the System for Award Management ("SAM") (<https://www.sam.gov>) pursuant to 2 CFR Part 25.

2.6 Proposal Submission Format

Proposals should put forth full, accurate, and complete but concise information as required by this request. The City shall not be liable for costs incurred in the preparation of the response to this RFP or in connection with any presentation before a Selection Committee.

Firms should create their submissions in 8½" x 11" document size using a minimum 12-point font size, double sided, include page numbers and any blank pages must be watermarked "Intentionally Left Blank". Proposals should be prepared simply and economically, providing a straightforward, concise description of the applicant's ability to meet the requirements of the RFP. Emphasis should be on completeness and clarity of content.

The City reserves the right to reject proposals/parts thereof or to solicit new proposal and award contracts as it deems tin its best interest. All proposals will remain property of the City. It is further understood and agreed that all information included in, attached to, or required by the Request for Proposal shall be public record upon delivery to the City.

To enable the City to compare the proposals received we ask that your proposal include the information specified below, the sequence listed, with each section of your proposal numbered to correspond to the numbers sequenced below.

Request for Proposal (RFP) shall include the following, in this order:

1. Executive Summary: Provide a brief history of your firm, company structure, and identify key qualities or services provided that distinguishes your firm from other firms. This section shall include a concise statement of the consultant's approach to the project and a summary of the Consultant's ability to provide the required services. Also include in this section include the Name and address of firm(s) and identification and contact information of the Project Lead.
2. Project Team Organization and Staffing: Identification of Project Manager and all other team members – as well as any subcontractors to this project – and assigned duties.

The City reserves the right to interview and specify key staff members on this project.

3. Project Approach: A clear description of how your firm would complete this project, including scope and methodology. This section shall also include the following:
 - a. A detailed Work Plan Schedule, including estimated completion times for each milestone, and an overall timeframe for completion of project.
4. Technical Information: The following issues should be fully responded to in the proposal in concise narrative form, do not solely indicate 'Y' or 'No'. Each issue shall be referenced and presented in the following order:
 - a. Please provide a list of security measures your company follows to safeguard the information contained within your customer's documents; i.e., does your company use security badges for its employees, how often are your servers backed up, are background checks performed on your employees. Please elaborate.
 - b. Please provide your company's procedures for tracking inventory (customer's documents) once they are picked up from your customers. What tracking system do you use and how is it implemented? Please elaborate.
 - c. Please provide a list of equipment your company uses for scanning and indexing original to scanned images. Include the make and model number of the equipment, how many and the current version of scanning software being utilized. Also, explain your process of creating TIFF images and indexing. Please elaborate.

- d. Please include in this description the proposed hardware platform, supporting peripheral equipment, software tools and backup and recovery system used by your company.
- e. How many square feet are there in the storage facility where documents will be stored, scanned and indexing conversion services performed?
- f. What is the physical address of the facility where the documents will be stored, scanned and indexing conversion services performed?
- g. Please answer yes or no to the following requirements about the facility being used to perform scanning and indexing conversion services.

FACILITY INFORMATION		YES	NO
A	Air-conditioned facility		
B	Security alarm system		
C	Fire sprinkler system		
D	Will City records be above the floor in facility		
E	Facility fitted with Fire Suppression System		

- h. Does your company use its own vehicles to transport documents? Does your company transport the documents in closed vehicles? Are your vehicles air-conditioned?
- i. What method does your company use to straighten out the documents before scanning?
- j. The questions below ask each Form to provide the City turnaround times for various scanning and indexing conversion requests. The Firm and/or Contractor's response should include day of pickup and delivery. The amount of 50,000 documents used in the questions below is used for example purposes only and does not constitute the average City pick-up. The number of City documents to be picked up may be higher or lower depending on workflow at the time. The Firm and/or Contractor awarded the contract will be expected to meet or exceed the proposed turnaround times, if the Contractor awarded the contract cannot meet their proposed turnaround times, the City will have the option of canceling the contract.
 - i. Please provide the turnaround time for scanning 50,000 8 ½ x 11 documents, including prepping and indexing for conversion
 - ii. Please provide turnaround time for scanning 50,000 8 ½ x 14 documents, including prepping and indexing for conversion
 - iii. Please provide the turnaround time for scanning 10,000 map documents, including prepping and indexing conversion
- k. How is customer support handled within your organization?
- l. What is the name of your scanning/imaging product?
- m. How many years has it been available and what is the software version?
- n. The City requests the vendor to keep the City documents in a secure archival environment until the scanning/digital image and indexing process is complete. What is the estimated time your company will keep City records?
- o. Scanning On Site: Outline your firms' requirements if this project was to be completed onsite. Please include any minimum space, operational hours and technical support needed to perform on premises.

5. References/Statement of Qualifications: Provide four (4) most recent current or previous government clients in which your firm provides the same size and scope of services requested

by the City. Highlight how it's directly related to City of Norwalk. The City, at its discretion may check references in order to determine the Offeror's experience and ability to provide services described in the Scope of Work. All client reference information must be documented and verifiable. Reference contacts must be aware that they are being used as a reference and agreeable to City interview for follow up. References shall include the following, in this order:

- a. Client/Agency Name
 - b. Contact Name and Title (project manager role preferred), Telephone, and Email
 - c. Number of Projects Completed for Client/Agency
 - d. Project Names
 - e. Project Descriptions
 - f. Project Approach and Methodology
 - g. Year of Project and Length of Project
 - h. Project Budgets and Final Invoiced Amount
 - i. Contractor Personnel Assigned to Project and Project Role
6. Other Information: Provide any other information that you believe will assist the City of Norwalk in making its selection. Such information may be in this section of your proposal
7. Forms: Fully Completed Section 1 – Response Forms

2.7 Selection Process

Proposals will be initially reviewed by a Selection Committee. The Selection Committee may select the two or three firms that best meet the City's requirements. These firms will then be invited to represent their proposals to and respond to questions from the Selection Committee.

Following this selection process, the Selection Committee will make a recommendation to the Common Council Committee. Approval to enter into a contract has to be authorized by the Norwalk Common Council.

The City of Norwalk reserves the right to reject any and all proposals submitted, to request additional information from all proposers and to negotiate with one or more of the finalists regarding the terms of this engagement. The City of Norwalk also reserves the right to retain the proposals, use any ideas contained in the proposals and is not obligated in any manner to reimburse the proposers for the costs incurred in connection with responding to this Request for Proposals.

The Selection Committee intends to recommend the firm that, in its opinion, best meets the City's needs, not necessarily the firm with the lowest fees.

The anticipated selection schedule is as follows:

RFP Interviews	August
Common Council Committee Review	August/September
Common Council Review	August/September

2.8 Criteria for Evaluating Proposal Submissions

The City of Norwalk shall be responsible for reviewing the proposals received and will further evaluate them, using the following criteria. The City reserves its rights to examine any other criteria and take the same under consideration and to reject any firm or proposals despite its compliance with these criteria if it determines that to do so would be in its best interests.

Criteria	Weight
Qualifications and Experience: • Respondent must demonstrate adequate experience in the following areas: qualification, general experience and technical competence of the project team • Experience, resources and technical expertise with similar type/size project • Feedback from References with projects similar in size & scope	35%
Deployment and Delivery Times	20%
Additional Considerations (applicable only when not in conflict with state or federal guidelines) • Qualifications such as a SBE, DBE, MBE, WBE... • Interview/Presentation	15%
Cost Proposal: Cost proposal should include any payment schedule setting forth the frequency and amount of progress payments and identifying the tasks and deliverables ("milestones") to be completed for each payment to be deemed earned.	30%
Total Possible Points	100%

2.9 Prime Proposer Responsibility

Firm's submitting proposals to this RFP may utilize the services of subcontractors. If subcontractors are planned to be used, this should be clearly explained in the proposal. The prime proposer will be responsible for the entire contract performance whether or not subcontractor is to perform.

All corporate information required in this RFP must be included for each proposed subcontractor. The proposal must also include copies of any agreements to be executed between the prime proposer and

any subcontractors in the event of contract award. Under this RFP, the City of Norwalk retains the right to approve all subcontractors.

2.10 Key Personnel

The personnel and commitments identified on any proposer's proposal will be considered essential to the work to be performed under this RFP. Prior to diverting any of the specified individuals to other programs or changing the level of effort of the specified individuals, the proposer must notify the City of Norwalk fourteen (14) days in advance and will be required to submit justification, including proposed substitutions, in sufficient detail, to permit evaluation of the impact on the project. The proposer will make no deviation without the prior written consent of the City of Norwalk. Replacement of personnel will be with personnel of equal ability and qualifications.

Any employee of the proposer, who in the sole opinion of the City of Norwalk is unacceptable, shall be removed from the project pursuant to the request of City of Norwalk. The proposer will have Fourteen (14) Days to fill the vacancy with another employee of acceptable technical experience and skills subject to the written approval of the City of Norwalk.

2.11 Availability of Funds

The contract award under this RFP is contingent upon the availability of funds to the City of Norwalk for this project. In the event that funds are not available, any contract resulting from this RFP will become void and of no force and effect.

2.12 Payment & Invoices

The proposer will bill the City of Norwalk based on the submission of monthly invoices in a format to be determined by the City.

2.13 Termination for Default or for the Convenience of the Contracting Agency

Performance under this contract resulting from this RFP may be terminated by the City of Norwalk whenever;

The proposer, in the sole opinion of the City, is in default in the performance of the contract and shall fail to correct such default within the period specified by the contracting officer in a notice specifying default; or the contracting officer shall determine that termination is the best interest of the City of Norwalk.

Termination will be effected by delivery to the proposer of a notice to terminate, stating the date upon which the termination becomes effective. Upon receipt of the notice to terminate, the proposer shall:

- Stop all work
- Assign to the City of Norwalk all rights, title and interest in the work being developed;
- Deliver forthwith to the City of Norwalk all completed work and work in progress;
- Preserve and protect, until delivery to the City, all material plans, and documents related to this contract which, if the contract had been completed, would have been furnished to the City of Norwalk or necessary to the completion of the work

2.14 Negotiated changes

In the event negotiated changes occur after the awarding of the contract, the same pricing policies called for in the original contract will remain in effect

2.15 Contract Agreement(s) and Contract Period(s)

The selected proposer will be required to agree to and sign a formal written contract between the City of Norwalk and the proposer, prepared by the Law Department of the City of Norwalk. A sample of the contract, is provided in a separate section to illustrate the type of contract the City will use to contract for this project.

2.16 Right of Set-Off

The undersigned bidder hereby authorizes the City to set off against monies payable hereunder by the City to the bidder, an amount equal to any unpaid real and personal property taxes and assessments (the collection of which is not barred by the State of Limitations), owing by the bidder to the City, including all interest and lien charges in connection with such paid taxes.

2.17 Duration of Proposals

Proposals will remain in effect for a period of ninety (90) days from the deadline for submission of the proposal.

2.18 Acceptance of RFP Content

Provisions of this RFP and the contents of the successful response will be used to establish final contractual obligations. The City retains the option of canceling the award if the successful Respondent fails to accept such obligations. The City and the successful Respondent shall enter into a written contract for the work to be performed.

It is understood that this RFP and the Respondent's proposal shall be attached and included by reference in a contract signed by the City and the successful Respondent.

This RFP is not an offer: Neither this RFP nor any subsequent discussions shall give rise to any commitment on the part of the City of Norwalk or confer any rights on any proposer unless and until a contract is fully executed by the necessary parties. The fully executed contract document will represent the entire agreement between the proposer and the Department and will supersede all prior negotiations, representations or agreements, alleged or made, between the parties. The City shall assume no liability for costs incurred by the proposer or for payment of services under the terms of the contract until the contract has been accepted and approved by the City's Corporation Counsel and fully executed by all parties.

2.19 Insurance Coverage Requirements

PROFESSIONAL SERVICES INSURANCE RIDER

As a provider of Professional Services, the Consultant shall provide and maintain insurance coverage related to its services in connection with the Project in compliance with the following requirements.

The insurance required shall be written for not less than the scope and limits of insurance specified hereunder, or required by applicable federal, state and/or municipal law, regulation or requirement, whichever coverage requirement is greater. It is agreed and understood that the scope and limits of insurance specified hereunder are minimum requirements and shall in no way limit or preclude the City from requiring additional limits and coverage to be provided under the Consultant's policies.

The insurance obligations under this agreement shall be (1) all the insurance coverage and/or limits carried by or available to the Consultant; or (2) the minimum insurance coverage requirements and/or limits shown in this agreement, whichever is greater.

Minimum Scope and Limits of Insurance:

Workers' Compensation: With respect to all operations the Consultant performs, it shall carry workers' compensation insurance in accordance with the requirements of the laws of the State of Connecticut, and Employer's Liability limits of One Hundred Thousand Dollars (\$100,000) coverage for each accident, One Hundred Thousand Dollars (\$100,000) coverage for each employee by disease, Five Hundred Thousand Dollars (\$500,000) policy limit coverage for disease.

Commercial General Liability: With respect to all operations the Consultant performs it shall carry Commercial General Liability insurance providing for a total limit of One Million Dollars (\$1,000,000) coverage per occurrence for all damages arising out of bodily injury, personal injury, property damage, products/completed operations, and contractual liability coverage for the indemnification obligations arising under this Agreement. The Annual Aggregate limit shall not be less than Two Million Dollars (\$2,000,000).

Automobile Liability: With respect to each owned, non-owned, or hired vehicles the Consultant shall carry Automobile Liability insurance providing One Million Dollars (\$1,000,000) coverage per accident for bodily injury and property damage.

Professional Liability: The Consultant shall provide Professional Liability Insurance covering errors and omissions. Such insurance shall be in an amount no less than \$1,000,000 each claim and \$1,000,000 Aggregate. Such insurance coverage shall remain in place for seven years after City's acceptance of Consultant's work, and if Consultant's insurance coverage is written on a "claims made" basis, such seven year requirement can be satisfied through a combination of an extended reporting period and tail coverage.

Acceptability of Insurers: The Consultant's policies shall be written by insurance companies licensed to do business in the State of Connecticut, with an AM Best rating of A-VII, or better. Additionally, all carriers are subject to approval by the City of Norwalk.

Subcontractors: The Consultant shall require all subcontractors to provide the same "minimum scope and limits of insurance" as required herein. All Certificates of Insurance shall be provided to the City's Corporation Counsel and to the City's Finance Department (Attn: Risk Manager) as required herein

Deductibles and Self-Insured Retentions: Any deductible or self-insured retention must be declared to and approved by the City. All deductibles or self-insured retentions are the sole responsibility of the Consultant to pay and/or to indemnify.

Notice of Cancellation or Nonrenewal: Each insurance policy required shall be endorsed to state that coverage shall not be suspended, voided, cancelled, or reduced in coverage or in limits before the expiration date except after thirty (30) days prior written notice by certified mail, return receipt requested, has been given to the City. Notwithstanding this requirement, the Consultant is primarily responsible for providing such written notice to the City thirty (30) days prior to any policy change or cancellation that would result in a change of the amount or type of coverage provided. In the event of any such change the Consultant shall provide comparable substitute coverage so that there is no lapse in applicable coverage or reduction in the amount of coverage available to the City related to the Consultant's Services.

Waiver of Governmental Immunity: Unless requested otherwise by the City, the Consultant and its insurer shall waive governmental immunity as defense and shall not use the defense of governmental immunity in the adjustment of claims or in the defense of any suit brought against the City.

Additional Insured: The liability insurance coverage, (excluding Workers' Compensation & Professional Liability, if included) required for the performance of the Services shall include the City as an Additional Insured with respect to the Consultant's activities to be performed under this Agreement. Consultant's insurance shall be primary and shall not seek contribution from any other insurance carried by the additional insured in the payment of a claim.

Waiver of Subrogation: Consultant hereby waives the right to subrogate or seek recovery from City of Norwalk and its insurance carriers. This waiver of subrogation does not apply to Professional Liability coverage.

Certificate of Insurance: Prior to the commencement of services under this Contract, the Consultant shall furnish Certificate(s) of Insurance to the City. The Certificate(s) will specify all parties who are endorsed on the policy as Additional Insureds (or Loss Payees). The Certificates and endorsements for each insurance policy are to be signed by a person authorized by the insurer to bind coverage on its behalf. Renewals of expiring Certificates shall be provided prior to expiration but no more than fifteen (15) days after

policy renewal.

All insurance documents required should be mailed to the City of Norwalk Corporation Counsel and Finance Department (Attn: Risk Manager), 125 East Avenue, P.O. Box 5125, Norwalk, CT 06856-5125.

Waiver of requirements: The Corporation Counsel may vary these insurance requirements at Corporation Counsel's sole discretion if Corporation Counsel determines that the City's interests will be adequately protected by the provision of different types or other amounts of coverage.

2.20 Data Protection Rider

Sample Data Protection Rider

The following section is a sample of the City's standard data protection rider which may be applicable and based on the completed IT vendor security questionnaire. Please be advised that the substantive terms and requirements outlined therein may be revised only with the approval of Norwalk's Corporation Counsel.

INFORMATION PROTECTION AND DATA SECURITY RIDER

The Contractor agrees to the terms and conditions of this Information Protection and Data Security Rider ("Rider"). In the event of any conflict between the Agreement (including any other exhibits, schedules, riders, or hyperlinks to policies, terms or conditions referenced therein) and this Rider, the terms and requirements set forth in this Rider shall be controlling.

1.0. Definitions. Except as otherwise defined in the Agreement or this Rider, the following definitions shall apply:

1.1. "Access and Use" means access, receipt, use, disclosure, storage, handling and/or transmission.

1.2. "Applicable Law" means all applicable data protection, privacy and information security federal, state, local, and international laws, codes, regulations, rules and/or standards or binding restrictions governing the maintenance and processing of City Data, including, but in no way limited to, the Family Educational Rights and Privacy Act, 20 U.S.C. § 1232g, 34 C.F.R. 99, Health Insurance Portability Act of 1996, Pub. L. 104-191, 110 Stat. 1936, Conn. Public Act No. 21-59, and Conn. Public Act 21-119.

1.3. "Authorized Users" means Contractor and those acting on the Contractor's behalf (e.g. employees, subcontractors and service providers) who have a legitimate business need to Access and Use City Data to enable Contractor to perform its obligations under the Agreement.

1.4. "City" means the City of Norwalk, including, without limitation, all its employees, departments, boards, commissions, committees, councils, taskforce, authorities, agencies, and other such governmental bodies thereof through which the City of Norwalk directly or indirectly operates or conducts business, whether created pursuant to statute, charter, ordinance, resolution, rule or otherwise. Without limiting the generality of the foregoing and by way of example and for purposes of clarity only, the term City shall include governmental bodies with independent boards or commissions such as the Norwalk Board of Education, Norwalk Parking Authority, Oak Hills Park Authority, and Norwalk Redevelopment Agency which the City of Norwalk indirectly operates or conducts business.

1.5. "City Data" means any and all documents, information and data: (i) that the City discloses, supplies, or provides the Contractor under, pursuant to, or in connection with the Agreement; (ii) the Contractor obtains, receives, or collects under, pursuant to,

or in connection with the Agreement; and/or (iii) that is maintained by the City, including, but in no way limited to, Protected Data, Marked or Labeled Data, or ITS Data.

1.6. “Data Breach” means any incident of Unauthorized Access and Use of City Data.

1.7. “Protected Data” or “Data Protection Laws” mean any information, including, without limitation, financial, student, medical, law enforcement or personal data, that is protected by Applicable Law. By way of example only, this term shall include an individual's name, date of birth, mother's maiden name, motor vehicle operator's license number, social security number, employee identification number, employer or taxpayer identification number, alien registration number, government passport number, health insurance identification number, demand deposit account number, savings account number, credit card number, debit card number, user name or electronic mail address, in combination with a password or security question that would permit access to an online account, unique biometric data such as fingerprint, voice print, retina or iris image, or other unique physical representation, any personally identifiable information subject to 34 C.F.R. 99, protected “health information,” as such term is defined in 45 C.F.R. 160.103, and personal information as defined in Connecticut Public Acts No. 21-59 and 21-119, as amended from time to time.

1.8. “Information Technology System” means all, and any combination of, information technology systems, software, computers, workstations, data and telecommunication systems, including all voice, data and video networks and communication lines, and other technology equipment used or held for use in connection with the operation of the City, including all databases, websites, e-commerce platforms, website content, and associated documentation used in connection with the operation of the City.

1.9. “ITS Data” means the Access and Use of City Data through the City's Information Technology System.

1.10. “Marked or Labeled Data” means City Data marked or labeled by the City as “confidential” or “proprietary” or any similar designation, or if not marked or labeled or if disclosed orally, should nonetheless be construed or understood under the circumstances to be “confidential” or “proprietary” or any similar designation.

1.11. “Services” means all services, work, activities, deliverables, software or other obligations provided by Contractor pursuant to the Agreement.

1.12. “Unauthorized Access” means Access and Use either not permitted by or in breach of this Rider or not compliant with Applicable Law.

2.0. Applicability.

2.1. Except as otherwise provided herein, this Rider shall apply to the Access and Use of City Data by the Contractor in the course of performing its obligations under the Agreement. In the event that the Contractor has executed a Business Associate Agreement (“BAA”), the requirements and obligations of the BAA shall apply to the extent that a Data Breach involves a breach of the Health Insurance Portability and Accountability Act (“HIPAA”).

2.2. Contractor shall not permit Unauthorized Access of City Data. With respect to all Access and Use of City Data by an Authorized User, said Authorized User’s acts and omissions shall be deemed the acts and omissions of the Contractor for purposes of determining Unauthorized Access pursuant to the terms of this Rider.

3.0. User Access and Use of City Data.

3.1. Subject to the additional requirements set forth in Section 3.2., Contractor shall only allow an Authorized User to Access and Use of City Data.

3.2. Subcontractors and Third Party Datacenters:

3.2.1. Contractor may allow a subcontractor to Access and Use City Data on its behalf, provided the Contractor obtains commercially reasonable assurances that the subcontractor will appropriately safeguard the information. Without limiting the generality of the foregoing, Contractor shall require each of its subcontractors that Access and Use City Data on behalf of the Contractor to execute a written agreement obligating the subcontractor to comply with all the terms of this Rider, and Contractor shall promptly provide City with a copy of such written agreement upon request.

3.2.2. Contractor may store City Data on servers housed in datacenters owned and operated by third parties, provided the datacenter has executed a confidentiality agreement with the Contractor providing commercially reasonable assurances that the datacenter will appropriately safeguard City Data. Any Access and Use of City Data outside the United States is prohibited, and Contractor shall promptly provide City with a copy of such confidentiality agreement upon request.

3.2.3. Contractor shall remain liable for any act or omission of its subcontractors in violation of the obligations contained herein, specifically including compliance with all Applicable Laws.

4.0. Representations and Warranties.

4.1. Contractor represents and warrants that Contractor’s Access and Use of City Data shall be solely in the course of performing the Services under the Agreement, in compliance with the terms of this Rider and the underlying Agreement, and in compliance with all Applicable Law, including, but not limited to, Data Protection Laws.

4.2. The Contractor represents and warrants that it has implemented and covenants to at all times maintain commercially reasonable procedures and safeguards necessary to (i) ensure the confidentiality, availability, and integrity of City Data, (ii) protect the City against “hacker attack” or a “virus” introduced by a third party, cyber extortion or other cyber intrusions, (iii) comply with all Applicable Laws, including, but in no way limited to, Data Protection Laws (iv) ensure the security of City Data from any unauthorized access, and (v) protect and secure any and all hosts, networks, applications and physical premises used in any way to perform Contractor’s responsibilities under this Agreement.

5.0. Ownership and Confidentiality of City Data.

5.1. City Data shall at all times remain the property of the City. Except as provided in Section 5.2, the Contractor shall all times maintain confidential (i) all City Data, including, but in no way limited to, Protected Data, Marked or Labeled Data, and ITS Data, and (ii) all information and data created from Access and Use of City Data.

5.2. Section 5.1 shall not apply to City Data that strictly meets the following criteria: (i) information which is already known or independently developed by the Contractor; (ii) information in the public domain through no wrongful act of the Contractor; (iii) information received by the Contractor from a third party who was free to disclose it; (iv) information required to be disclosed by court order, or (v) when the City, by written directive of an authorized City representative, has expressly authorized the release of specific City Data from the confidentiality obligations set forth in Section 5.1.

6.0. Data Security.

6.1. Contractor shall at all times maintain and comply with a written Information Security Policy to protect and safeguard City Data (the “Data ISP”). The Data ISP shall include administrative, technical, and physical safeguards that utilize commercially available industry best practices, and meet or exceed the City’s security policies, procedures and requirements, and comply with Applicable Law. Contractor shall provide a copy of said Data ISP to the City’s Information Technology Department via email to helpdesk@norwalkct.org prior to commencing the Services under the Agreement.

6.2. Contractor shall maintain a Data Breach plan in accordance with the procedures required under its Data ISP and shall implement the procedures required under such plan on the occurrence of a Data Breach and in accordance with Applicable Law. If the Contractor believes or has knowledge of a credible imminent threat or the occurrence of a Data Breach, it shall provide a written report of the same to the City’s Information Technology Department by email to helpdesk@norwalkct.org within twenty four (24) hour of the occurrence (or discovery) thereof. The report shall identify the nature of the Data Breach event or threat, a list of the affected individuals and the types of data, and the mitigation and investigation efforts of Contractor. Contractor shall provide investigation updates to the City in a commercially reasonable manner, specifically including the names of any affected individuals who were not identified in the initial written report, but whose personal information was subsequently discovered to have been

compromised or potentially compromised. In the event the Data Breach concerns protected health information, as defined by HIPAA, Contractor shall comply with the breach requirements contained in the BAA. If the City determines that actions must be taken to comply with Applicable Laws, including, but not limited to, Data Protection Laws, Contractor shall fully cooperate with the City at Contractor's sole expense.

6.3. Contractor shall at all times maintain an information technology disaster recovery plan in conformity with industry best practices as part of its business continuity planning protocol with information technology recovery strategies designed to minimize disruption in the provision of the Services covered by the Agreement. The City reserves the right to require, at Contractor's sole cost and expense, third-party certification of the adequacy of Contractor's information technology disaster recovery plan in the event that the City determines, in its reasonable discretion, that it is appropriate in light of the Services covered by the Agreement.

7.0. Termination.

7.1 In addition to any termination rights otherwise provided for in this Agreement, this Agreement may also be terminated by the City in the event of a material breach of this Rider by the Contractor upon written notice of said breach and failure to cure the same to the satisfaction of the City within ten (10) days of said notice.

8.0. Insurance.

8.1. In addition to the insurance requirements required in this Agreement, Contractor shall maintain, at its own expense, cyber liability insurance with coverage of not less than \$4 million per occurrence/ \$8 million aggregate which shall include at a minimum coverage for (i) unauthorized access, which may take the form of a "hacker attack" or a "virus" introduced by a third party or cyber extortion; (ii) crises management, response costs and associated expenses (including legal and public relations expenses); (iii) breach of City Data; and (iv) loss of data or denial of service incidents.

9.0. Liability and Indemnification.

9.1. Contractor shall be liable for any of its acts or omissions (including the acts or omissions of its subcontractors, agents and employees) relating to the obligations in this Rider that result in a Data Breach. Contractor shall indemnify, defend and hold City, City elected officials, employees, and agents harmless from and against all liabilities, costs, damages, claims, and expenses relating to a Data Breach that arise from or in connection with Contractor's breach of the obligations contained in this Rider. The liability and indemnification obligations set forth in this Section 9 shall survive the expiration or termination of this Agreement.

10. Reporting.

10.1 On a basis not less frequent than annually, Contractor shall engage a third-party to perform an audit of Contractor's information security policies and procedures. Such report shall be available to the City upon request.

2.21 ARPA Rider

EXHIBIT

ARPA Rider Water/Sewer Infrastructure Contracts

The Parties acknowledge and agree that this Contract of funded, either in whole or in part, with federal funds the City of Norwalk received from the Coronavirus State and Local Fiscal Recovery Fund from the U.S. Department of Treasury pursuant Sections 602(b) and 603(b) of the Social Security Act (the Act) as added by section 9901 of the American Rescue Plan Act, Pub. L. No. 117-2, March 11, 2021 (the "Awarded Funds"), and as such, the City is subject to certain Laws, Regulations, Executive Orders, Rules, Guidelines, and Award Terms and Conditions in connection with the use of said Awarded Funds.

As material inducement to entering into the Contract with the [<<NAME OF COMPANY>>] (the "Contractor") for [<<NAME OF PROJECT>>], the Contractor agrees to the following additional terms and conditions:

I. UNIFORM ADMINISTRATIVE REQUIREMENTS, COST PRINCIPLES, AND AUDIT REQUIREMENT FOR FEDERAL AWARDS, TITLE 2 C.F.R. APPENDIX II TO PART 200 – CONTRACT PROVISIONS FOR NON-FEDERAL ENTITY CONTRACTS UNDER FEDERAL AWARDS.

In accordance with the provisions of Title 2 C.F.R. § 200.327, the Contractor agrees to the following provisions to:

1.0. Administrative, Contractual, or Legal Remedies in instances where Contractor violates or Breach Contract Terms; Sanctions and Penalties. Remedies concerning breach of this Agreement as set forth elsewhere in the Agreement.

2.0. Contract Termination – For Cause; For Convenience. Contract termination rights are set forth elsewhere in this Agreement.

3.0. Equal Employment Opportunity. To the extent that this Contract meets the definition of a "*federally assisted construction contract*" pursuant to Title 41 C.F.R. § 60-1.3, the Contractor, during the performance of this Contract, agrees as follows:

(1) The Contractor will not discriminate against any employee or applicant for employment because of race, color, religion, sex, sexual orientation, gender identity, 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 their race, color, religion, sex, sexual orientation, gender identity, or national origin. 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. The Contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided setting forth the provisions of this nondiscrimination clause.

(2) The Contractor will, in all solicitations or advertisements for employees placed by or on behalf of the Contractor, state that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, or national origin.

(3) The Contractor will not discharge or in any other manner discriminate against any employee or applicant for employment because such employee or applicant has inquired about, discussed, or disclosed the compensation of the employee or applicant or another employee or applicant. This provision shall not apply to instances in which an employee who has access to the compensation information of other employees or applicants as a part of such employee's essential job functions discloses the compensation of such other employees or applicants to individuals who do not otherwise have access to such information, unless such disclosure is in response to a formal complaint or charge, in furtherance of an investigation, proceeding, hearing, or action, including an investigation conducted by the employer, or is consistent with the Contractor's legal duty to furnish information.

(4) The Contractor will send to each labor union or representative of workers with which he has a collective bargaining agreement or other contract or understanding, a notice to be provided advising the said labor union or workers' representatives of the Contractor's commitments under this section, and shall post copies of the notice in conspicuous places available to employees and applicants for employment.

(5) The Contractor will comply with all provisions of Executive Order 11246 of September 24, 1965, and of the rules, regulations, and relevant orders of the Secretary of Labor.

(6) The Contractor will furnish all information and reports required by Executive Order 11246 of September 24, 1965, and by rules, regulations, and orders of the Secretary of Labor, or pursuant thereto, and will permit access to his books, records, and accounts by the administering agency and the Secretary of Labor for purposes of investigation to ascertain compliance with such rules, regulations, and orders.

(7) In the event of the Contractor's noncompliance with the nondiscrimination clauses of this Contract or with any of the said rules, regulations, or orders, this Contract may be canceled, terminated, or suspended in whole or in part and the Contractor may be declared ineligible for further Government contracts or federally assisted construction contracts in accordance with procedures authorized in Executive Order 11246 of September 24, 1965, and such other sanctions may be imposed and remedies invoked as provided in Executive Order 11246 of September 24, 1965, or by rule, regulation, or order of the Secretary of Labor, or as otherwise provided by law.

(8) The Contractor will include the portion of the sentence immediately preceding paragraph (1) set forth in Title 41C.F.R. § 60-1.4(b) and the provisions of paragraphs (1) through (8) thereof in every subcontract or purchase order unless exempted by rules, regulations, or orders of the Secretary of Labor issued pursuant to section 204 of Executive Order 11246 of September 24, 1965, so that such provisions will be binding upon each subcontractor or vendor. The Contractor will take such action with respect to any subcontract or purchase order as the administering agency may direct as a means of enforcing such provisions, including sanctions for noncompliance: *Provided*, however, that in the event a contractor becomes involved in, or is threatened with, litigation with a subcontractor or vendor as a result of such direction by the administering agency, the contractor may request the United States to enter into such litigation to protect the interests of the United States.

The Contractor agrees that it will assist and cooperate actively with the administering agency and the Secretary of Labor in obtaining the compliance of subcontractors with the equal opportunity clause and the rules, regulations, and relevant orders of the Secretary of Labor, that it will furnish the administering agency and the Secretary of Labor such information as they may require for the supervision of such compliance, and that it will otherwise assist the administering agency in the discharge of the agency's primary responsibility for securing compliance.

The Contractor further agrees that they will refrain from entering into any contract or contract modification subject to Executive Order 11246 of September 24, 1965, with a subcontractor debarred from, or who has not demonstrated eligibility for, Government contracts and federally assisted construction contracts pursuant to the Executive Order and will carry out such sanctions and penalties for violation of the equal opportunity clause as may be imposed upon subcontractors by the administering agency or the Secretary of Labor pursuant to Part II, Subpart D of the Executive Order. In addition, the Contractor agrees that if it fails or refuses to comply with these undertakings, the administering agency may take any or all of the following actions: Cancel, terminate, or suspend in whole or in part this Contract; refrain from extending any further assistance to the Contractor under the program with respect to which the failure or refund occurred until satisfactory assurance of future compliance has been received from such contractor; and refer the case to the Department of Justice for appropriate legal proceedings.

(9) The Contractor shall include this Equal Employment Opportunity clause in each subcontract relating to the work or services to be performed under this Agreement

4.0. Davis-Bacon Act and Copeland Anti-Kickback. <<Intentionally Omitted>>. See, Coronavirus State and Local Fiscal Recovery Funds, Interim Final Rule: Frequently Asked Questions, § 6.17, a copy of which may be found at the following link: https://home.treasury.gov/system/files/136/SLFRPFA_Q.pdf

6.0. Contract Work Hours and Safety Standards. To the extent that this Contract pursuant to Title 40 U.S.C § 3701(b), the Contractor, during the performance of this Contract, agrees as follows:

(1) Overtime requirements. Neither the Contractor nor any of its subcontractors contracting for any part of the Contract work which may require or involve the employment of laborers or mechanics shall require or permit any such laborer or mechanic in any workweek in which he or she is employed on such work to work in excess of forty hours in such workweek unless such laborer or mechanic receives compensation at a rate not less than one and one-half times the basic rate of pay for all hours worked in excess of forty hours in such workweek.

(2) Violation; liability for unpaid wages; liquidated damages. In the event of any violation of the clause set forth in paragraph (b)(1) of Title 29 C.F.R. § 5.5 the

Contractor and any of its subcontractor responsible therefor shall be liable for the unpaid wages. In addition, such Contractor and its subcontractor shall be liable to the United States (in the case of work done under contract for the District of Columbia or a territory, to such District or to such territory), for liquidated damages. Such liquidated damages shall be computed with respect to each individual laborer or mechanic, including watchmen and guards, employed in violation of the clause set forth in paragraph (b)(1) of Title 29 C.F.R. § 5.5, in the sum of \$27 for each calendar day on which such individual was required or permitted to work in excess of the standard workweek of forty hours without payment of the overtime wages required by the clause set forth in paragraph (b)(1) of Title 29 C.F.R. § 5.5.

(3) Withholding for unpaid wages and liquidated damages. The City of Norwalk shall upon its own action or upon written request of an authorized representative of the Department of Labor withhold or cause to be withheld, from any moneys payable on account of work performed by the Contractor or its subcontractors under any such contract or any other federal contract with the same prime contractor, or any other federally-assisted contract subject to the Contract Work Hours and Safety Standards Act, which is held by the same prime contractor, such sums as may be determined to be necessary to satisfy any liabilities of such Contractor or its subcontractors for unpaid wages and liquidated damages as provided in the clause set forth in paragraph (b)(2) of Title 29 C.F.R. § 5.5.

(4) The Contractor shall insert in any subcontracts the clauses set forth in paragraph (b)(1) through (4) of Title 29 C.F.R. § 5.5 and also a clause requiring the subcontractors to include these clauses in any lower tier subcontracts. The prime contractor shall be responsible for compliance by any subcontractor or lower tier subcontractor with the clauses set forth in paragraphs (b)(1) through (4) of Title 29 C.F.R. § 5.5.

7.0. Rights to Inventions Made Under a Contract or Agreement. To the extent applicable to the Awarded Funds, the contractor shall comply with the provisions of Title 37 C.F.R. § 401 - Rights to Inventions made by Nonprofits Organizations and Small Business Firms under Government Grants, Contracts, and Cooperative Agreements.

8.0. Clean Air Act; Federal Water Pollution Control Act. To the extent that aggregate contract sum for this Contract exceeds \$150,000, the Contractor, during the performance of this Contract agrees as follows:

(1) Clean Air Act. The Contractor agrees to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act, as amended, 42 U.S.C. § 7401 et seq. The Contractor agrees to report each violation to the City and understands and agrees that the City will, in turn, report each violation as required to assure notification to the Federal Emergency Management Agency (FEMA), and the appropriate Environmental Protection Agency Regional Office. The Contractor agrees to include these requirements in each subcontract exceeding \$150,000.

(2) Federal Water Pollution Control Act. The Contractor agrees to comply with all applicable standards, orders, or regulations issued pursuant to the federal Water Pollution Control Act, as amended, 33 U.S.C. § 1251 et seq. The Contractor agrees to report each violation to the City and understands and agrees that the City will, in turn, report each violation as required to assure notification to Federal Emergency Management Agency (FEMA), and the appropriate Environmental Protection Agency Regional Office. The Contractor agrees to include these requirements in each subcontract exceeding \$150,000.

9.0. Debarment and Suspension (Executive Orders 12549 and 12689). This Contract is a covered transaction for purposes of Title 2 C.F.R. Part 180 and Title 2 C.F.R. Part 3000. As such, the Contractor is required to verify and certify, **and hereby does verify and certify by entering into this contract**, that none of the Contractor's principals (defined at Title 2 C.F.R. § 180.995) or its affiliates (defined at Title 2 C.F.R. § 180.905) are excluded (defined at Title 2 C.F.R. § 180.940) or disqualified (defined at Title 2 C.F.R. § 180.935). The Contractor must comply with Title 2 C.F.R. Part 180, subpart C and Title 2 C.F.R. Part 3000, subpart C, and must include a requirement to comply with these regulations in any lower tier covered transaction it enters into. This certification is a material representation of fact relied upon by City in entering into this Contract. If it is later determined that the Contractor did not comply with Title 2 C.F.R. Part 180, subpart C and 2 C.F.R. Part 3000, subpart C, in addition to remedies available to City, the federal government may pursue available remedies, including but not limited to, suspension and/or debarment.

10.0. Byrd Anti-Lobbying Amendment. Contractors who apply or bid for an award of more than \$100,000 shall file the required certification. Each tier certifies to the tier above that it will not and has not used federally appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a Member of

Congress, officer or employee of Congress, or an employee of a Member of Congress in connection with obtaining any federal contract, grant, or any other award covered by Title 31 U.S.C. § 1352. Each tier shall also disclose any lobbying with non-federal funds that takes place in connection with obtaining any federal award. Such disclosures are forwarded from tier to tier up to the recipient who in turn will forward the certification(s) to the federal awarding agency.

Certification for Contracts, Grants, Loans, and Cooperative Agreements

The undersigned certifies, to the best of his or her knowledge and belief, that:

Statement 1: No federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any federal contract, the making of any federal grant, the making of any federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal contract, grant, loan, or cooperative agreement.

Statement 2: If any funds other than federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

Statement 3: The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

Statement 4. This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, Title 31,

U.S.C. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure."

The Contractor certifies or affirms the truthfulness and accuracy of each statements of its certification and disclosure, if any. In addition, the Contractor understands and agrees that the provisions of 31 U.S.C. Chap. 38, Administrative Remedies for False Claims and Statements, apply to this certification and disclosure, if any.

Contractor Name:

By: _____
Name: _____
Its _____, duly authorized

Dated: _____

11.0. Procurements of Recovered Materials. In the performance of this Contract, the Contractor shall make maximum use of products containing recovered materials that are EPA-designated items unless the product cannot be acquired competitively within a timeframe providing for compliance with the Contract performance schedule; meeting Contract performance requirements; or at a reasonable price. Information about this requirement, along with the list of EPA-designated items, is available at EPA's Comprehensive Procurement Guidelines webpage: <https://www.epa.gov/smm/comprehensive-procurement-guideline-cpg-program>. The Contractor also agrees to comply with all other applicable requirements of Section 6002 of the Solid Waste Disposal Act.

12.0. Prohibiting Contracting for Covered Telecommunication s Equipment or Services. The Contractor, during the performance of this Contract, shall comply with Title 2 C.F.R. § 200.16, and required all its lower tier subcontractor to comply with the same.

13.0. Domestic Preferences for Procurements. As appropriate, and to the extent consistent with law, the Contractor should, to the greatest extent practicable, provide a preference for the purchase, acquisition, or use of goods, products, or materials produced in the United States. This includes, but is not limited to iron, aluminum, steel, cement, and other manufactured products. For purposes of this clause: Produced in the United States means, for iron and steel products, that all manufacturing processes, from the initial melting stage through the application of coatings, occurred in

the United States. Manufactured products mean items and construction materials composed in whole or in part of non-ferrous metals such as aluminum; plastics and polymer-based products such as polyvinyl chloride pipe; aggregates such as concrete; glass, including optical fiber; and lumber.

II. U.S. DEPARTMENT OF THE TREASURY CORONAVIRUS LOCAL FISCAL RECOVERY FUND AWARD TERMS AND CONDITIONS. The Contractor's performance of this Contract shall be in compliance with the provisions of the City's Coronavirus State and Local Fiscal Recovery Fund "Award Terms and Conditions," a copy of which are attached hereto as Exhibit __-__, which the City is subject to in connection with the use of the federal funds which fund this Contract. Without limitation the generality of the foregoing, the Contractor agrees as follows:

1.0. Use of Funds.

(1) Contractor understands and agrees that the payments made under this Contract may only be used in compliance with section 603(c) of the Social Security Act (the "Act"), U.S. Department of the Treasury's ("Treasury") regulations implementing that section, and guidance issued by U.S. Treasury regarding the foregoing.

(2) Contractor will determine prior to engaging in any project or activity under this Contract that it has the institutional, managerial, and financial capability to ensure proper planning, management, and completion of such project.

2.0. Reporting. The City is obligated to comply with any reporting obligations established by Treasury as they relate to the Awarded Funds, and as such, the Contractor shall cooperate with the City in connection therewith as it is pertinent to the services rendered and/or work performed by the Contractor under this Contract.

3.0. Maintenance of and Access to Records.

(1) The City is obligated to maintain records and financial documents sufficient to evidence compliance with section 603(c) of the Act, Treasury's regulations implementing that section, and guidance issued by Treasury regarding the foregoing, and as such, the Contractor shall maintain records and financial documents pertinent to the Services rendered and/or Work performed under this Contract.

(2) The City, Treasury Office of Inspector General and the Government Accountability Office, or their

authorized representatives, shall have the right of access to records and documents (electronic and otherwise) required to be maintained herein in order to conduct audits or other investigations.

(3) Records and documents required to be maintained herein shall be maintained through December 31, 2031.

4.0. Conflicts of Interest. Contractor shall maintain a conflict of interest policy consistent with Title 2 C.F.R. § 200.318(c) and that such conflict of interest policy is applicable to each activity for which payment is made to the Contractor pursuant to this Contract. The Contractor must disclose in writing to U.S. Department of the Treasury or City, as appropriate, any potential conflict of interest affecting the Awarded Funds in accordance with Title 2 C.F.R. § 200.112.

5.0 Compliance with Applicable Law and Regulations.

(1) Contractor shall comply with the requirements of Section 603 of the Act, regulations adopted by Treasury pursuant to Section 603(f) of the Act (and guidance issued by Treasury regarding the foregoing), and all other applicable federal statutes, regulations, and executive orders in the performance of this Contract. Contractor shall further require its subcontractors agree to comply with said laws in any agreement it enters into with a subcontractor in connection with the Contractor's performance of this Contract.

(2) Federal regulations applicable to the federal funds which fund this Contract are as follows:

(i) Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, 2 C.F.R. Part 200, other than such provisions as Treasury may determine are inapplicable to the federal funds which fund this Contract and subject to such exceptions as may be otherwise provided by Treasury. Subpart F – Audit Requirements of the Uniform Guidance, implementing the Single Audit Act, shall apply to this Contract;

(ii) Universal Identifier and System for Award Management (SAM), 2 C.F.R. Part 25, pursuant to which the award term set forth in Appendix A to 2 C.F.R. Part 25 is hereby incorporated by reference;

(iii) Reporting Subaward and Executive Compensation Information, 2 C.F.R. Part 170, pursuant to which the award term set forth in Appendix A to 2 C.F.R. Part 170 is hereby incorporated by reference;

(iv) OMB Guidelines to Agencies on Governmentwide Debarment and Suspension (Nonprocurement), 2 C.F.R. Part 180, including the requirement to include a term or condition in all lower tier covered transactions (contracts and subcontracts described in 2 C.F.R. Part 180, subpart B) that the Awarded Funds is subject to 2 C.F.R. Part 180 and Treasury's implementing regulation at 31 C.F.R. Part 19;

(v) Subrecipient Integrity and Performance Matters, pursuant to which the award term set forth in 2 C.F.R. Part 200, Appendix XII to Part 200 is hereby incorporated by reference;

(vi) Governmentwide Requirements for Drug-Free Workplace, 31 C.F.R. Part 20;

(vii) New Restrictions on Lobbying, 31 C.F.R. Part 21;

(viii) Uniform Relocation Assistance and Real Property Acquisitions Act of 1970 (42 U.S.C. §§ 4601-4655) and implementing regulations; and

(ix) Generally applicable federal environmental laws and regulations.

(3) Statutes and regulations prohibiting discrimination applicable to the federal funds which fund this Contract are as follows:

(i) Title VI of the Civil Rights Act of 1964 (42 U.S.C. §§ 2000d et seq.) and Treasury's implementing regulations at 31 C.F.R. Part 22, which prohibit discrimination on the basis of race, color, or national origin under programs or activities receiving federal financial assistance;

(ii) The Fair Housing Act, Title VIII of the Civil Rights Act of 1968 (42 U.S.C. §§ 3601 et seq.), which prohibits discrimination in housing on the basis of race, color, religion, national origin, sex, familial status, or disability;

(iii) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. § 794), which prohibits discrimination on the basis of disability under any program or activity receiving federal financial assistance;

(iv) The Age Discrimination Act of 1975, as amended (42 U.S.C. §§ 6101 et seq.), and Treasury's implementing regulations at 31 C.F.R. Part 23, which prohibit discrimination on the basis of age in programs or activities receiving federal financial assistance; and

(v) Title II of the Americans with Disabilities Act of 1990, as amended (42 U.S.C. §§ 12101 et seq.), which prohibits discrimination on the basis of disability under programs, activities, and services provided or made available by state and local governments or instrumentalities or agencies thereto.

6.0. Remedial Actions. In the event of the Contractor's noncompliance with Section 603 of the Act, other

applicable laws, Treasury's implementing regulations, guidance, or any reporting or other program requirements, the Treasury and the City shall have such remedies against the Contractor as the Treasury has against the City, including, but not limited to, remedies as set forth in 2 C.F.R. § 200.339. In the case of a violation of Section 603(c) of the Act regarding the use of funds, payments made to the Contractor shall be subject to recoupment as provided in Section 603(e) of the Act.

7.0. Hatch Act. Contractor agrees to comply, as applicable, with requirements of the Hatch Act (5 U.S.C. §§ 1501-1508 and 7324-7328), which limit certain political activities of State or local government employees whose principal employment is in connection with an activity financed in whole or in part by this federal assistance.

8.0. False Statements. Contractor understands that making false statements or claims in connection with the federal funds which fund this Contract is a violation of federal law and may result in criminal, civil, or administrative sanctions, including fines, imprisonment, civil damages and penalties, debarment from participating in federal awards or contracts, and/or any other remedy available by law.

9.0. Publications. Any publications produced with funds from this award must display the following language: "This project [is being] [was] supported, in whole or in part, by federal award number [enter project FAIN] awarded to [name of Recipient] by the U.S. Department of the Treasury."

10.0. Debts Owed the Federal Government.

(1) Any federal funds which fund this Contract (i) in excess of the amount to which City is finally determined to be authorized to retain under the terms of the Awarded Funds; (2) that are determined by the Treasury Office of Inspector General to have been misused; or (3) that are determined by Treasury to be subject to a repayment obligation pursuant to Section 603(e) of the Act and have not been repaid by Contractor, shall constitute a debt to the federal government.

(2) Any debts determined to be owed the federal government must be paid promptly by the Contractor. A debt is delinquent if it has not been paid by the date specified in Treasury's initial written demand for payment, unless other satisfactory arrangements have been made or if the Contractor knowingly or improperly retains funds that are a debt as defined in

paragraph 14(a). Treasury will take any actions available to it to collect such a debt.

11.0. Disclaimer.

(1) The United States expressly disclaims any and all responsibility or liability to Contractor or third persons for the actions of Contractor or third persons resulting in death, bodily injury, property damages, or any other losses resulting in any way from the Services rendered and/or Work performed pursuant to the Contract, or any subcontract.

(2) This Contract does not in any way establish an agency relationship between the United States and Contractor.

12.0. Protections for Whistleblowers.

(1) In accordance with 41 U.S.C. § 4712, Contractor may not discharge, demote, or otherwise discriminate against an employee in reprisal for disclosing to any of the list of persons or entities provided below, information that the employee reasonably believes is evidence of gross mismanagement of a federal contract or grant, a gross waste of federal funds, an abuse of authority relating to a federal contract or grant, a substantial and specific danger to public health or safety, or a violation of law, rule, or regulation related to a federal contract (including the competition for or negotiation of a contract) or grant: .

The list of persons and entities referenced in the paragraph above includes the following: (i) A member of Congress or a representative of a committee of Congress; (ii) An Inspector General; (iii) The Government Accountability Office; (iv) A Treasury employee responsible for contract or grant oversight or management; (v) An authorized official of the Department of Justice or other law enforcement agency; (vi) A court or grand jury; or (vii) A management official or other employee of Contractor, or subcontractor who has the responsibility to investigate, discover, or address misconduct.

(3) Contractor shall inform its employees in writing of the rights and remedies provided under this section, in the predominant native language of the workforce.

13.0. Increasing Seat Belt Use in the United States.

Pursuant to Executive Order 13043, 62 FR 19217 (Apr. 18, 1997), the Contractor is encouraged to adopt and enforce on-the job seat belt policies and programs

for their employees when operating company-owned, rented or personally owned vehicles.

14.0. Reducing Text Messaging While Driving.

Pursuant to Executive Order 13513, 74 FR 51225 (Oct. 6, 2009), the Contractor is encouraged to adopt and enforce policies that ban text messaging while driving, and should establish workplace safety policies to decrease accidents caused by distracted drivers.

III. TITLE VI ASSURANCES OF COMPLIANCE WITH CIVIL RIGHTS REQUIREMENTS. As a condition of receipt of the federal funds, the Contractor acknowledges, understands and agrees to the following:

(1) Contractor ensures its current and future compliance with Title VI of the Civil Rights Act of 1964, as amended, which prohibits exclusion from participation, denial of the benefits of, or subjection to discrimination under programs and activities receiving federal financial assistance, of any person in the United States on the ground of race, color, or national origin (42 U.S.C. § 2000d et seq.), as implemented by the Department of the Treasury Title VI regulations at 31 CFR Part 22 and other pertinent executive orders such as Executive Order 13166, directives, circulars, policies, memoranda, and/or guidance documents.

(2) Contractor acknowledges that Executive Order 13166, "Improving Access to Services for Persons with Limited English Proficiency," seeks to improve access to federally assisted programs and activities for individuals who, because of national origin, have Limited English Proficiency (LEP). Contractor understands that denying a person access to its programs, services, and activities because of LEP is a form of national origin discrimination prohibited under Title VI of the Civil Rights Act of 1964 and the Department of the Treasury's implementing regulations. Accordingly, Contractor shall initiate reasonable steps, or comply with the Department of the Treasury's directives, to ensure that LEP persons have meaningful access to its programs, services, and activities. Contractor understands and agrees that meaningful access may entail providing language assistance services, including oral interpretation and written translation where necessary, to ensure effective communication in the Contractor's programs, services, and activities.

(3) Contractor agrees to consider the need for language services for LEP persons when contractor develops applicable budgets and conducts programs, services, and activities. As a resource, the Department

of the Treasury has published its LEP guidance at 70 FR 6067. For more information on taking reasonable steps to provide meaningful access for LEP persons, please visit <http://www.lep.gov>. OMB Approved No. 1505-0271 Expiration Date: November 30, 2021.

(4) Contractor acknowledges and agrees that compliance with the assurances constitutes a condition of continued receipt of federal financial assistance and is binding upon contractor and contractor's successors, transferees, and assignees for the period in which such assistance is provided.

(5) Contractor acknowledges and agrees that it must require any of its subcontractors, successors, transferees, and assignees to comply with assurances (1) through (4) above, and agrees to incorporate the following language in every contract or agreement subject to Title VI and its regulations between the Contractor and the contractor's subcontractors, successors, transferees, and assignees: *The subcontractor, successor, transferee, and assignee shall comply with Title VI of the Civil Rights Act of 1964, which prohibits recipients of federal financial assistance from excluding from a program or activity, denying benefits of, or otherwise discriminating against a person on the basis of race, color, or national origin (42 U.S.C. § 2000d et seq.), as implemented by the Department of the Treasury's Title VI regulations, 31 CFR Part 22, which are herein incorporated by reference and made a part of this contract (or agreement). Title VI also includes protection to persons with "Limited English Proficiency" in any program or activity receiving federal financial assistance, 42 U.S.C. § 2000d et seq., as implemented by the Department of the Treasury's Title VI regulations, 31 CFR Part 22, and herein incorporated by reference and made a part of this contract or agreement.*

IV. OTHER MISCELLANEOUS FEDERALLY FUNDED CONTRACT TERMS AND CONDITIONS. During the course of performing this Contract, the Contractor agrees to the following:

1.0. SAM.gov Registration. In addition to any other requirements for payment on services rendered and/or work performed under this Contract, the Contractor shall provide the City with proof of a valid SAM.gov Registration prior to submitting a payment requisition request under this Contract.

2.0. Contracting with Small and Minority Business, Women's Business Enterprise, and Labor Surplus Area Firm. The Contractor and all lower tier subcontractors shall take all necessary affirmative

steps to assure that minority businesses, women's business enterprises, and labor surplus area firms are used when possible. Affirmative steps must include: (i) Placing qualified small and minority businesses and women's business enterprises on solicitation lists; (ii) Assuring that small and minority businesses, and women's business enterprises are solicited whenever they are potential sources; (iii) Dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by small and minority businesses, and women's business enterprises; (iv) Establishing delivery schedules, where the requirement permits, which encourage participation by small and minority businesses, and women's business enterprises; and (v) Using the services and assistance, as appropriate, of such organizations as the Small Business Administration and the Minority Business Development Agency of the Department of Commerce.

3.0. Access to Records. The Contractor agrees to provide City, the U.S. Department of the Treasury, the Comptroller General of the United States, or any of their authorized representatives access to any books, documents, papers, and records of the Contractor which are directly pertinent to this Contract for the purposes of making audits, examinations, excerpts, and transcriptions. The Contractor agrees to permit any of the foregoing parties to reproduce by any means whatsoever or to copy excerpts and transcriptions as reasonably needed. The Contractor agrees to provide the administrator for the applicable federal agency or his authorized representatives access to construction or other work sites pertaining to the work being completed under the Contract.

4.0. Program Fraud and False or Fraudulent Statements or Related Acts. The Contractor acknowledges that 31 U.S.C. Chap. 38 (Administrative Remedies for False Claims and Statements) applies to the Contractor's actions pertaining to this Contract.

5.0. U.S. Department of Treasury, Compliance and Reporting Guidance. To the extent not already covered elsewhere herein and applicable to the contractor under the circumstances of this Contract, Contractor's performance of this Contract shall be in compliance with the provisions of Compliance and Reporting Guidance, February 28, 2022, Ver. 3.0 issued by the U.S. Department of the Treasury, copy of which may be found at the following link: <https://home.treasury.gov/system/files/136/SLFRF-Compliance-and-Reporting-Guidance.pdf>.

2.22 Sample Contract

SAMPLE CONTRACT

The following document is the City's standard Independent Contractor contract. Please be advised that the substantive terms and requirements outlined therein may be revised only with the approval of Norwalk's Corporation Counsel. Additionally, the terms of the final contract may vary at the City's option and, this sample agreement has been included to provide you with the general contract terms and conditions typically utilized by the City in the hiring of an independent contractor for consultant services

AGREEMENT WITH INDEPENDENT CONTRACTOR
BY AND BETWEEN
CITY OF NORWALK
AND
«VendorName»
FOR «Project»

THIS AGREEMENT made and entered into this _____ day of _____, 2020, by and between the **CITY OF NORWALK**, a municipal corporation organized and existing under the laws of the State of Connecticut (the "City"), acting herein by «ContractAuthorizer», its «ContractAuthorizerTitle», and «VendorName», a corporation authorized and licensed to do business in the State of «LicenseState», having a principal place of business at «VendorAddress1», «VendorAddress2», «VendorCity», «VendorState» «VendorZip», acting herein by «VendorAuthorizer», its «VendorAuthorizerTitle», duly authorized (the "Contractor").

WITNESSETH:

WHEREAS, the City is in need of «Notes» (the "Project"); and

WHEREAS, the City desires to retain the services of the Contractor based on the Contractor's representations that it is qualified and capable of performing the needed services in a professional and timely manner and in accordance with the goals and requirements of the Project;

WHEREAS, Contractor has agreed to perform the services described herein for the compensation and in compliance with the terms and conditions set forth in this Agreement;

NOW, THEREFORE, in consideration of the mutual covenants and agreements herein contained, the parties agree as follows:

1. **ENGAGEMENT OF Contractor**

A. Based on the representations of the Contractor set out in its proposal dated «ProposedDate», a copy of which is annexed hereto and incorporated herein as **Exhibit**

2, the City hereby retains the Contractor to perform the services described herein in accordance with the terms and conditions and for the consideration set out in this Agreement.

B. The person in charge of administering this Agreement on behalf of the City shall be «DepartmentHead», Department of «Department», or such other person as may be designated in writing.

C. The person responsible for the services to be performed by the Contractor hereunder shall be «VendorAuthorizer», «VendorAuthorizerTitle».

2. **SERVICES TO BE PERFORMED**

A. The scope and details of the Services to be performed by the Contractor and the specifications to which such Services should conform are described in the City's Bid Invitation dated _____, a copy of which annexed hereto and incorporated herein as **Exhibits 1**. The Contractor shall perform such Services as may be required by the Director in a professional and timely manner in accordance with the terms and requirements of this Agreement, in order to meet the City's needs. Services will be requested on an as needed basis with no minimum or maximum scope.

B. The parties understand that Contractor is retained solely for the purposes of performing the Services described herein. The Contractor's relationship to the City and its agencies shall, during the period(s) of this Agreement, be that of an independent contractor. The Contractor shall not be considered, under the provisions of this Agreement or for any purposes hereunder, as having an "employee" status or as being entitled to participate in any benefits accrued by or given to City employees.

C. In performing the Services and otherwise meeting its duties and obligations hereunder, Contractor shall ensure that its employees and subcontractors observe high standards of professional and business ethics observed by like professionals in the same or similar business, including, but not limited to, following the requirements, rules and regulations of the City, acting with integrity, and creating a workplace atmosphere free of discrimination and harassment.

D. The City may, from time to time, request changes in the Services to be performed hereunder. Such changes, including any increase or decrease in the amount of the Contractor's compensation, which are mutually agreed upon by and between the City and the Contractor, shall be valid only when incorporated in written amendments signed by both parties to this Agreement.

3. **COMPENSATION**

A. The Contractor shall be compensated for its performance of this Agreement, a maximum amount not to exceed the sum of **«ContractBudgetInEnglish»(\$«ContractBudget»)** payable in accordance with the terms

of the Contractor's bid.

B. The compensation provided under this Agreement constitutes full and complete payment for all costs and expenses assumed by the Contractor in performing this Agreement including but not limited to labor, materials, product, tools and machinery, salaries, meetings, and all similar expenses. No costs in excess of this stated amount shall be paid or reimbursed by the City without specific prior written approval of the Director.

C. Payments to the Contractor under this Agreement shall be made by the City on approval of payment requisitions certified by the Contractor and submitted not more often than once a week. Each requisition shall be in a form acceptable to the City and shall set forth the hours of work performed and the tasks completed. The City may, prior to making any payment under this Agreement, require the Contractor to submit to it such additional information and/or documentation as it may deem necessary.

D. The acceptance by the Contractor, its successors or assigns, of any payment made on the final requisition under this Agreement, or of any final payment due on termination of this Agreement, shall constitute a full and complete release of the City from any and all claims, demands and causes of action whatsoever which the Contractor, its successors or assigns have or may have against the City under the provisions of this Agreement.

4. **TIME PROVISIONS**

A. The term of this Agreement shall commence effective _____ and conclude on _____. The Contractor shall perform its Services throughout this period.

B. This Agreement shall remain in effect until the services required hereunder are fully completed to the satisfaction of the City, unless otherwise terminated by the parties hereto.

5. **TERMINATION AND SUSPENSION**

The City may at any time and for any reason, with or without cause, terminate this Agreement by written notice specifying the termination date, which shall be not less than fifteen (15) days from the date such notice is given. In the event of such termination, the Contractor's Services shall be paid for in such amount as shall compensate the Contractor for the Services satisfactorily completed prior to termination. Such amount shall be fixed by the City after consultation with the Contractor, and shall be subject to audit by the City's Comptroller. Termination under this section shall not give rise to any claim against the City for damages or for compensation in addition to that provided hereunder.

6. **INSURANCE AND INDEMNIFICATION**

The Contractor agrees to obtain at its own cost and expense all insurance required

by the attached Insurance Rider and to keep the same in continuous effect for a period of two (2) years following the date on which the Director indicates the termination of the Contractor's responsibilities hereunder. Before commencing performance of its Services hereunder, the Contractor shall furnish the City's Corporation Counsel a certificate of insurance, and shall thereafter provide renewal certificates, as appropriate, evidencing such coverage written by a company or companies acceptable to the City. Each insurance certificate shall be endorsed to name the City of Norwalk as an additional insured party and shall provide that the insurance company providing coverage shall notify the City by certified mail at least thirty (30) days prior to the effective termination of or any change in the policy or policies coverage. No change in the coverage provided hereunder shall be made without the prior written approval of the Director.

The Contractor shall indemnify, defend and save harmless the City, its officers, agents and employees, from and against any and all claims, demands, suits, proceedings, liabilities, judgments, losses, costs or damages, including attorneys' fees, on account of any injury or damage to or destruction of property, or any loss, cost, expense or other aggrievement, which is due, related to or in any way connected with the negligent, willful or wanton performance of this Agreement by the Contractor, its employees, representatives, agents, or subcontractors. This provision shall include all losses, costs, and damages which the City may suffer as a result of a defect in any plan, drawing, design, or specification prepared, acquired, or used by the Contractor, or as a result of any negligent supervision of its services by the Contractor. The Contractor shall and does hereby assume and agree to pay for the defense of all such claims, demands, suits, and proceedings. The provisions of this section shall survive the expiration or early termination of this Agreement; shall be separate and independent of any term or requirement hereof; and shall not be limited by reason of any insurance coverage.

7. GENERAL PROVISIONS

A. By this Agreement the City intends to secure the professional services of qualified, experienced employees of the Contractor. Failure of the Contractor for any reason to make a sufficient number of such employees available to the City to the extent necessary to perform the services required in a skillful, professional and prompt manner shall be cause for termination of this Agreement.

B. This Agreement, being intended to secure the Services of the Contractor, shall not be assigned, delegated, transferred or subcontracted in any manner or to any extent without the prior consent of the City in writing.

C. When the City shall have reasonable grounds for believing that:

(1) The Contractor will be unable to perform this Agreement fully, professionally, and satisfactorily within the time fixed for performance or in accordance with the terms and requirements set forth herein; or

(2) A meritorious claim exists or will exist against the Contractor or the City arising out of the negligent, willful or wanton acts, errors or omissions of the Contractor, its

agents, servants or employees, or the Contractor's breach of any provision of this Agreement; then the City may withhold payment of any amount otherwise due and payable to the Contractor hereunder. Any amount so withheld may be retained by the City for such period as it may deem advisable to protect the City against any loss, expense or damage and may, after written notice to the Contractor, be applied in satisfaction of any claim herein described. This provision is intended solely for the benefit of the City, and no person shall have any right or claim against the City by reason of the City's failure or refusal to withhold monies. No interest shall be payable by the City on any amounts withheld under this provision. This provision is not intended to limit or in any way prejudice any other right of the City.

D. The Contractor shall not assert any claim arising out of any act or omission by any agent, officer or employee of the City in the execution or performance of this Agreement against any such agent, officer or employee. Such claims may be made against the City.

E. No member of the governing body of the City, and no other officer, employee, or agent of the City shall have any personal interest, direct or indirect, in this Agreement, except as permitted by the Code of Ethics of the City of Norwalk; and the Contractor covenants that no person having such interest shall be employed in the performance of this Agreement. The Contractor further covenants that he has no prior personal or business relationship with the City's architect, general contractor, or their consultants, subcontractors, agents, or employees.

F. This Agreement shall be construed in accordance with the laws of the State of Connecticut, and any action or suit at law in connection herewith shall be brought in the Superior Court of the State of Connecticut, Judicial District Stamford/Norwalk.

G. The Contractor shall comply with all applicable laws, ordinances and codes of any governmental body having jurisdiction over any matter related to this Agreement or the services to be performed hereunder, and shall commit no trespass on any private property in performing any of the work embraced by this Agreement.

H. During the performance of this Agreement, the Contractor agrees not to discriminate nor to permit any discrimination against any employee or applicant for employment because of race, color, religion, age, sex, gender identity or expression, marital status, national origin, sexual orientation, ancestry, present or past history of mental disability, intellectual disability, learning disability, physical disability including, but not limited to blindness, unless it is proven that the disability or characteristic prevents proper performance of the work involved.

I. This Agreement incorporates all the understandings of the parties hereto and supersedes any and all agreements reached by the parties prior to the execution of this Agreement, whether oral or written.

J. The City and the Contractor each binds itself and its successors and assigns

to the other party and to its successors and assigns with respect to all covenants of this Agreement. The Contractor shall transfer any interest in this Agreement without the prior written approval of the City.

K. The products of the services performed under this Agreement shall become and remain the property of the City. This shall include all partially completed services in the event that the Agreement is terminated before completion of its term for any reason.

L. If any provision of this Agreement is held invalid, the balance of the provisions shall not be affected thereby if such provisions would then continue to conform to the requirements of applicable laws. The remaining provisions shall thereupon continue in full force and effect.

M. All notices of any nature referred to in this Agreement shall be in writing and sent by registered or certified mail, postage prepaid, to the respective addresses set forth below or to such other addresses as the respective parties hereto may designate in writing:

To the City: «DepartmentHead», «DepartmentHeadTitle»
Department of «Department»
P.O. Box 5125
Norwalk, CT 06856-5125

With a Copy to: Corporation Counsel
City of Norwalk
P.O. Box 5125
Norwalk, Connecticut 06856-5125

To the Contractor: «VendorAuthorizer», «VendorAuthorizerTitle»
«VendorName»
«VendorAddress1»
«VendorAddress2»
«VendorCity», «VendorState» «VendorZip»

Notices shall be deemed to have been duly given, delivered or served either upon personal delivery or three (3) days following the date when they are sent by registered mail with proper postage.

N. No change or modification of this Agreement shall be valid unless it is in writing and executed by all parties to this Agreement.

O. The Contractor represents to the City as follows:

i) That the Contractor is a legally existing corporation under the laws of its respective states of incorporation and has not previously filed, nor is presently contemplating filing, nor has received notice of a petition of, nor contemplates receiving notice of a petition of, bankruptcy, liquidation, receivership or any other action for the

protection of creditors or debtors;

ii) That the Contractor has the financial resources to perform this Contract and that it is not the subject of any litigation or action, pending or threatened, regarding this Contract or which, if resulting in an adverse decision, would affect its ability to perform its duties under this Contract;

iii) That it has, and has exercised, the required corporate power and authority and has complied with all applicable legal requirements necessary to adopt, execute and deliver this Contract and to assume the responsibilities and obligations created hereunder; and

iv) That this Agreement is duly executed and delivered by an authorized corporate officer, in accordance with such officer's powers to bind the Contractor hereunder, and constitutes a valid and binding obligation enforceable in accordance with its terms, conditions and provisions.

Dated at Norwalk, Connecticut, the day and year first above written, and executed in two (2) counterparts.

Signed, Sealed and Delivered
in the Presence of:

Witnesses' signatures:

CITY OF NORWALK

By: _____
«ContractAuthorizer»
Its «ContractAuthorizerTitle»
Duly Authorized

Date signed: _____

Witnesses' signatures:

«VendorName»

By: _____
«VendorAuthorizer»
Its «VendorAuthorizerTitle»
Duly Authorized

Date signed: _____

APPROVED AS TO FORM:
OFFICE OF CORPORATION COUNSEL

By: _____

APPROVED AS TO
AVAILABILITY OF FUNDS:

By: _____
Comptroller

Date: _____

INSURANCE RIDER

The Contractor shall provide and maintain insurance coverage related to its services in connection with the Project in compliance with the following requirements.

The insurance required shall be written for not less than the scope and limits of insurance specified hereunder, or required by applicable federal, state and/or municipal law, regulation or requirement, whichever coverage requirement is greater. It is agreed and understood that the scope and limits of insurance specified hereunder are minimum requirements and shall in no way limit or preclude the City from requiring additional limits and coverage to be provided under the Contractor's policies.

The insurance obligations under this agreement shall be (1) all the insurance coverage and/or limits carried by or available to the Architect; or (2) the minimum insurance coverage requirements and/or limits shown in this agreement, whichever is greater.

Minimum Scope and Limits of Insurance:

Workers' Compensation Insurance: With respect to all operations the Contractor performs, it shall carry Workers' Compensation Insurance in accordance with the requirements of the laws of the State of Connecticut.

Commercial General Liability: With respect to all operations the Contractor performs it shall carry Commercial General Liability insurance providing for a total limit of One Million Dollars (\$1,000,000) coverage per Occurrence for all damages arising out of bodily injury, personal injury, property damage, products/completed operations, and contractual liability coverage for the indemnification obligations arising under this Agreement. The Annual Aggregate limit shall not be less than Two Million Dollars (\$2,000,000).

Automobile Liability: With respect to each owned, non-owned, or hired vehicles the Contractor shall carry Automobile Liability insurance providing One Million Dollars (\$1,000,000) coverage per accident for bodily injury and property damage.

Umbrella/Excess Liability: With respect to all operations the Contractor performs, the insurance limits required can be provided with a combination of Umbrella or Excess Liability insurance that would "follow form" of the underlying required terms and conditions.

Environmental Liability: If applicable, based on the Contractor's Scope of Work, the Contractor is required to provide environmental and remediation (Contractor's Pollution Liability –CPL-) insurance in the amount of One Million Dollars (\$1,000,000) per claim limit and One Million Dollars (\$1,000,000) aggregate limit per occurrence. If the insurance is provided with a combination of excess pollution liability policies, the policy shall be written on a follow form coverage wording to its underlying Schedule of insurance.

Errors and Omissions/Professional Liability: With respect to any damage caused by a negligent act, error, or omission of the Architect, the Architect shall carry minimum One

Million Dollars (\$1,000,000) coverage per claim and in the aggregate. With respect to any damage caused by a negligent act, error, or omission of the Architect's subconsultants, the subconsultants shall carry minimum Two Million Dollars (\$2,000,000) coverage per claim and in the aggregate.

"Tail" Coverage: If any of the required liability insurance is on a "claims made" basis, "tail" coverage will be required at the completion of the Project for a duration of twenty-four (24) months, or the maximum time period reasonably available in the marketplace. Contractor shall furnish certification of "tail" coverage as described or continuous "claims made" liability coverage for twenty-four (24) months following Project completion. Continuous "claims made" coverage will be acceptable in lieu of "tail" coverage, provided its retroactive date is on or before the effective date of this Agreement. If continuous "claims made" coverage is used, Contractor shall be required to keep the coverage in effect for a duration of not less than twenty-four (24) months from the date of final completion of the Project.

Acceptability of Insurers: The Contractor's policies shall be written by insurance companies licensed to do business in the State of Connecticut, with an AM Best rating of A-VII, or otherwise acceptable to the City.

Subcontractors: The Contractor shall require all subcontractors to provide the same "minimum scope and limits of insurance" as required herein, with the exception of Errors and Omissions/Professional Liability insurance, unless Errors and Omissions/Professional Liability insurance is applicable to the Work performed by the subcontractors. All Certificates of Insurance shall be provided to the City's Corporation Counsel as required herein.

Aggregate Limits: Any aggregate limits must be declared to and be approved by the City. It is agreed that the Contractor shall notify the City whenever fifty percent (50%) of the aggregate limits are eroded during the required coverage period. If the aggregate limit is eroded for the full limit, the Contractor agrees to reinstate or purchase additional limits to meet the minimum limit requirements stated herein. Any premium for such shall be paid by the Contractor.

Deductibles and Self-Insured Retentions: Any deductible or self-insured retention must be declared to and approved by the City. All deductibles or self-insured retentions are the sole responsibility of the Contractor to pay and/or to indemnify.

Notice of Cancellation or Nonrenewal: Each insurance policy required shall be endorsed to state that coverage shall not be suspended, voided, or cancelled in coverage or in limits before the expiration date except after thirty (30) days prior written notice by certified mail, return receipt requested, has been given to the City. Notwithstanding this requirement, the Contractor is primarily responsible for providing such written notice to the City thirty (30) days prior to any policy change or cancellation that would result in a change of the amount or type of coverage provided. In the event of any such change the Contractor shall provide comparable substitute coverage so that there is no lapse in

applicable coverage or reduction in the amount of coverage available to the City related to the Contractor's services.

Waiver of Governmental Immunity: Unless requested otherwise by the City, the Contractor and its insurer shall waive governmental immunity as defense and shall not use the defense of governmental immunity in the adjustment of claims or in the defense of any suit brought against the City.

Additional Insured: The liability insurance coverage, except Errors and Omissions, Professional Liability, or Workers' Compensation, if included, required for the performance of the Project shall include the City of Norwalk as an Additional Insured with respect to the Contractor's activities to be performed under this Agreement. Coverage shall be primary and non-contributory with any other insurance and self-insurance.

Waiver of Subrogation: Contractor hereby waives the right to subrogate or seek recovery from City of Norwalk and its insurance carriers.

Certificate of Insurance: As evidence of the insurance coverage required by this Agreement, the Contractor shall furnish Certificate(s) of Insurance to Corporation Counsel's Office prior to the Contractor's commencement of services under this Agreement. The Certificate(s) will specify all parties who are endorsed on the policy as Additional Insureds (or Loss Payees). The Certificates and endorsements for each insurance policy are to be signed by a person authorized by the insurer to bind coverage on its behalf. Renewals of expiring Certificates shall be filed thirty (30) days prior to expiration. The City reserves the right to require complete, certified copies of all required policies at any time.

All insurance documents required should be mailed to the City of Norwalk Corporation Counsel, 125 East Avenue, Room 237, P.O. Box 5125, Norwalk, Connecticut 06856-5125.

Waiver of requirements: The Corporation Counsel may vary these insurance requirements at Corporation Counsel's sole discretion if Corporation Counsel determines that the City's interests will be adequately protected by the provision of different types or other amounts of coverage.

SECTION 3 GENERAL INFORMATION

NOTE: SECTION 3 - GENERAL INFORMATION contains the City's Standard Terms and Conditions. You are responsible for obtaining a copy prior to bidding. If you do not have a revision dated 08/08/2013, or later on file you may obtain a copy over the Internet at <http://www.norwalkct.gov>. Adobe Acrobat reader is required to view this document. If you do not have this software you may download it for free from Adobe.

Document number 1002. <http://www.norwalkct.gov/documentcenter/view/868>

SECTION 4
NOT APPLICABLE

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SECTION 5

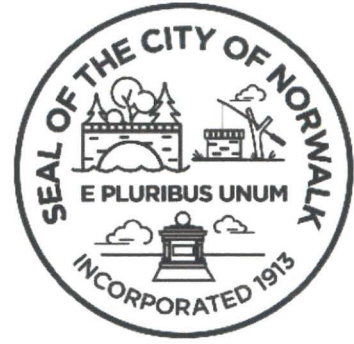
LIVING WAGE ORDINANCE

GENERAL INFORMATION

Rev. 04232024

NOTE: SECTION 5 contains information concerning the City's Living Wage Ordinance. You are responsible for obtaining a copy prior to bidding. If you do not have a revision dated 04/23/2024 or later on file, you may download a copy of this Ordinance from the Terms and Conditions section of the City of Norwalk's website at <http://www.norwalkct.gov>

Document number **1019:** <http://www.norwalkct.gov/DocumentCenter/Home/View/862>



**This Proposal is prepared
specifically for the City of
Norwalk – Purchasing
Department**



Document Scanning Services – Economic and Community Development Project Number# 4370

Proposal Submitted to:

Sharon Conners
Purchasing Agent
City of Norwalk
PO Box 5125
Norwalk, CT 06856
Email: sconners@norwalkct.gov

Submitted by:

John Kovacs
Regional Director of Sales
ARC Document Solutions LLC
17 Talcott Notch Road,
Farmington, CT 06032
Email: john.kovacs@e-arc.com
Phone: (925) 394-8394

Notice of Intent to Award Request: Kindly inform me of the offer results and intent to award.

We hereby acknowledge and confirm our full acceptance of all the terms and conditions outlined in the RFP document.

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COVER LETTER

July 30, 2024

Sharon Conners
Purchasing Agent
City of Norwalk
PO BOX 5125
Norwalk, CT 06856

Dear Sharon Conners,

ARC Document Solutions is pleased to respond to **City of Norwalk, Economic and Community Development, Document Scanning Services – RFP#4370**.

ARC is 100% compliant with the Scope of Work and we can easily meet and exceed all requirements noted in the RFP.

ARC Document Solutions was founded in 1988 and has been providing digital transformation services for over 35 years and has successfully delivered projects with similar scopes of work outlined by City of Norwalk in Connecticut and across the nation for thousands of public agencies. Our website is www.e-arc.com. Our CEO is K. Suriyakumar, COO – Dilo Wijesuriya, VP Strategic Partnerships – Kumar Wiratunga, Regional Director – John Kovacs, (925) 394-8394, john.kovacs@e-arc.com, Director of Scanning Operations – Uday Pathirana, (410) 302-1927, udayanga.pathirana@e-arc.com, and Sales Manager – Mike Solenzio, (860) 677-8817, mike.solenzio@e-arc.com, who will be the primary vendor contact.

ARC is an **approved GSA Schedule holder (GS-03F-142DA)**, demonstrating our capability and credibility in providing top-tier services. ARC is also **ISO, HIPAA, FADGI and SOC2** compliant, and underscores our dedication to maintaining the highest levels of security and regulatory compliance.

ARC Document Solutions is uniquely positioned to handle projects of any magnitude or intricacy, boasting the requisite infrastructure and resources essential for seamless execution. Our unparalleled proficiency extends to the meticulous scanning and digitization of diverse documents, including a wide range of large format land and engineering records, and small format business and technical documents. This specialized expertise has been honed over decades of collaboration with esteemed industry professionals, ensuring unparalleled precision and reliability in every aspect of our services.

In conclusion, ARC Document Solutions is eager to forge a mutually beneficial partnership, dedicated to achieving excellence in every aspect of our collaboration. We are enthusiastic about the opportunity to contribute to your project's success and remain steadfast in our mission to exceed your expectations.

Thank you for considering ARC Document Solutions. We eagerly anticipate the prospect of working together.

Respectfully,

John Kovacs
Regional Director of Sales
ARC Document Solutions
john.kovacs@e-arc.com
Office: (925) 394-8394

EXECUTIVE SUMMARY AND QUALIFICATIONS

ARC Document Solutions (NYSE: ARC) is one of the leading document solutions companies in the United States, providing document conversion technology and services to all levels of government agencies, Federal, State, County, Cities, Municipalities, Utilities and City Agencies. Additional information surrounding our Board of Directors, CEO & Chief Officers, and recent financial information is available on our website, www.e-arc.com under the About ARC page, or within our recent SEC Filings posted online.



With conversion centers in **Farmington CT, Boston MA, Cranston RI, and 6 locations in New England and 20 throughout the Mid-Atlantic Region, and 140 nationwide**, ARC has supported thousands of document conversion and data migration projects over the last 30 years. The knowledge, technology and expertise gained from all those projects is what we can bring to delivering your project successfully on time and on budget. No other company can claim to have this level of experience.



ARC Document Solutions will meet 100% of the requirements and provide staff to complete tasks Off-Site at an ARC facility. ARC is one of the early FADGI adopters, meeting the scanning standards set by the National Archives and Records Administration (NARA), HIPAA Certification to handle Protected Health Information (PHI) and Personally Identifiable Information (PII), ISO Certification for quality and SOC2 TYPE II Security Compliance to provide secure scanning services for all document types. ARC is also a GSA Schedule holder (GS-03F-142DA).

Our commitment to excellence in scanning, reprographics, and document services is unmatched in the area. For City of Norwalk, ARC will be deploying a customized and proven digitization workflow, to meet the project goals. We understand that the city is aiming at creating a paperless environment providing easy, fast and secure access to city records. Starting from the barcode based detailed **chain of custody process**, to delivery of final digital files via an external HDD, Interim SkySite Archives Cloud Platform or migrating into OnBase. We have a well-designed production capture process to meet all the requirements as well as to meet **modern ISO and National Archives guidelines**. We will also guarantee access to specific documents during conversion projects, with retrieval within 24 hours and seamless delivery coordination managed directly with the assigned Project Manager.

At ARC Document Solutions, we believe that understanding and learning as much as possible about our customer's environment, challenges, initiatives, and goals are the keys to developing a roadmap to ensure successful project delivery. Delivering a successful project is based on transparent communications, strong project management, absolute focus on document chain of custody as the custodian of records, best of breed image processing technology, and the highest data security measures. *This high level of production and communication has been highly effective for challenging projects like City of Boston Public Schools. ARC had the good fortune of digitizing hand-drawn, fragile, and significant turn-of-the-century engineering drawings. These documents required very special handling as they represented the Public Schools digitizing of the paper documentation of all the facilities, engineering, and operations documents.*

ARC's approach to meeting the requirements of digital transformation projects is based on following a proven process, using cutting edge technology, and having the most experienced staff that have learned from thousands of completed scanning projects.

Furthermore, ARC helped JCI Architects in CT with a Project Records scanning effort to convert 1,000+ storage boxes containing over 100,000 file folders, totaling 2,500,000 pages of both large format drawings and small format records, related to thousands of customer projects. The project, conducted under secure guidelines at ARC's Farmington CT Scanning Center, involved per-record validation and weekly deliverables via ARC's SkySite Document Management Platform. Weekly

calls ensured progress review. The scanning services improved access to customer records and applications, facilitating quicker and easier sharing. The project was completed on schedule and within scope, enhancing the management of JCJ's important business records.

The importance of transforming and digitally accessing your documents should be entrusted only to an expert partner like ARC Document Solutions. There is no local supplier that has the resources we currently have in place to meet your project needs. **Our approach is to track every box and every document throughout the conversion process from inventorying at time of pick-up using barcodes, to releasing the verified images and data.**

QUALITY ASSURANCE PLAN (QAP) - OVERVIEW

ARC considers its QAP to be at the center of our offering, where we can assure our customers with a high level of confidence that our work product (deliverables) will be produced with the highest quality and consistency possible.

Although we do perform multiple levels of Quality Checks, we believe that having the strongest possible QAP means that we can be less dependent on error correction during our quality checks because we have significantly reduced the risk of error through the proper development of a project specific QAP.

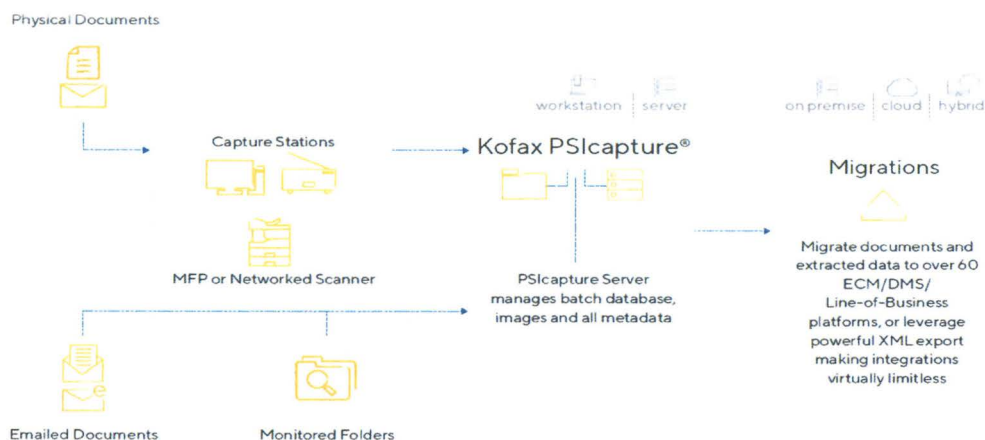
By mitigating the need for re-work, and through a properly developed plan, we can increase our efficiency, and therefore deliver on-time performance. Our customers can rely on timely deliveries, and increased confidence with the quality delivered, achieving the project goals, and minimizing our customer's time to validate our work product.

QAP Elements - Details of these elements are discussed in their respective sections of our Technical Proposal:

- 1) Equipment
 - a) Small Format (SF) Scanners:
 - i) Automatic Scanner Calibrations
 - ii) Black Backing
 - (1) Reduce image interference from backside
 - (2) Deskew to Page Edge
 - iii) Double Page Feed Detection
 - iv) Duplex Scanning
 - v) Auto-Crop
 - vi) Auto Color Threshold Control
 - b) Large Format (LF) Scanners
 - i) Manual Feeding, one sheet at a time
 - ii) Image reviewed while being scanned.
 - iii) Auto cropped
 - iv) Image deskewed
 - v) Image quality adjusted on individual basis
 - vi) Ensure best possible image quality for each original
2. Software
 - a) Lock-in Scanner Specs to Project
 - b) Assures files are created and remain within designed folder structure
 - c) Validates Index data
 - d) Provides database lookups to customer data for validation
3. IT Infrastructure Data Security and Image Tracking
 - a) When Created
 - b) While being process
 - c) When Deliverables Completed
 - d) When Transported to Customer
4. Use of Barcode Technology

- a) Barcodes at box, folder and document level as needed
- b) Barcodes are either read correctly, or not to drive workflows
5. Process
 - a) Programmed Digital Workflows, "customized" for each document collection
 - b) Use of Automation (reducing human interaction where possible, to minimize risk of error)
6. Employee Roles, Responsibilities, Experience, Training & Certification
 - a) Task Specific Training per employee
 - b) Task accountability by employee
 - c) Task Audit Trails
7. Quality Checks
 - a) Image quality review
 - b) Index data review
8. Predictable & Scalable Throughput
 - a) Daily, Weekly and Monthly throughput tracking
 - b) Performance Dashboard for customer access
9. Risk Mitigation:
 - a) ARC Footprint (multiple facilities for redundant & consistent operations)
 - b) Best Practices across all locations
 - c) Equipment (Maintenance & Upkeep)
 - d) Software (Newest Releases)
 - e) Staffing (Bench Depth)
 - f) High security, air-gapped onsite if needed
10. Operations & Certifications
 - a) Security Systems
 - i) Controlled facility access
 - ii) 24/7 video surveillance
 - b) ISO 27001
 - c) HIPAA
 - d) FADGI
 - e) SOC2

TECHNOLOGY AND METHODOLOGY



We use the best technology from **Kofax (PSiCapture)** for Smart Data Capture and Automated Data Extraction (ADE) which reads and extracts information from sources like computer printed type, handwriting or metadata, checking the data against a database for verification. PSiCapture and ADE are fast and scalable, capable of handling even the most demanding workloads.

Kofax (Virtual ReScan – VRS), multiple OCR engines (Abbyy and Tesseract), highest capacity production grade scanners from Kodak and Canon, and ARC's proprietary image processing technology based on Machine Learning and Artificial Intelligence are tools we leverage to enable our Quality Assurance program. Tools like VRS act as an automated quality control operator who will never miss any image quality issue and help to clean your toughest documents and reveal data so we can access the index data accurately.

Automation is a significant focus for ARC, and we implement custom workflows to meet the scope of work for each of our customers. At ARC, we leverage the power of artificial intelligence alongside the insights and expertise of our skilled professionals to deliver highly reliable and accurate results. This combination ensures that our solutions are both innovative and trustworthy, meeting the highest standards of quality and precision.

It is not a one size fits all, but rather a tailored solution to meet the city specific conversion requirements. When we automate the routine tasks, our team can spend their time on administering the Quality Assurance Procedures that help prevent errors proactively rather than error correction which is a typical approach that costs time and causes budget overruns. With features like PSIsapture, VRS and ADE combined with our custom Workflow setup, we can automate your processes freeing our technicians to focus on monitoring image quality and data verifications.

With over 60+ Enterprise Content Management (ECM) and file/folder types to choose from, integrating into your office ecosystem is easy. We can move files to ECMs like **ONBASE**, Laserfiche, Microsoft SharePoint, Box, M-Files, DocuWare, and OnBase, just to name a few. ARC will work with the City's team to ensure efficient transfer of pdfs/TIFF images onto an existing Electronic Document Management System (EDMS) **ONBASE**.

These imaging and workflow tools enable us to clean your toughest documents by analyzing each scanned page to produce the best image quality, reveal indexable data so you can access accurate information and ensure a verifiable process is being followed on each document leaving no room for human error. Our **HIPAA, SOC 2 and ISO certifications** form the foundation of our approach to being a custodian of your records and securely processing the data. Our approach is to apply all available resources to deliver the best quality result with an auditable process to make your digital transformation goals a reality. *This approach is being applied to an on-going engagement with the **Glastonbury Board of Education, CT** to scan and duplicate the student and Aemmployee records.*

We are a strong team of experienced and creative thinkers who understand the moving parts of a conversion project: records management, records custodian, data security, scanner resolutions, image processing, taxonomy, Pag normalization, data management and migration. Our offer will provide City of Norwalk with a comprehensive advantage by providing a unique solution to go beyond what a traditional supplier may provide.

Let the Workflow Do the Work

After capturing data from a variety of sources and employing powerful OCR, data extraction and document identification, digital workflow transformation becomes the natural result. Processes are completed in a fraction of the time, boosting productivity and saving valuable resources.



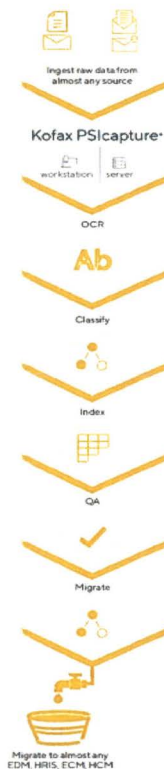
Information Just Waiting to be Discovered.

Your documents are actionable business intelligence. Harness it with PSIsapture.

Data Where You Need It

With numerous ECM and file/folder types to choose from, integrating into your office ecosystem is easy. Our solutions move files to ECMs like Microsoft SharePoint, DocuWare, OnBase and many others. Or if you simply need it put into a folder on your company server, you can do that too.

SAMPLE PSIsapture WORKFLOW



EXPERIENCE & CUSTOMERS SERVED

ARC Document Solutions has extensive experience with Digital Transformation projects with specific expertise in Document Capture, Data Management, Indexing and Metadata extraction, Security, Document Custody and Document Management Solutions for all segments of public agencies: Federal, State, Local/Municipal, Unified School Districts, Utilities and Agencies.

Please see the below sampling from thousands of similar clients for whom we have provided document conversions services:

✓ Glastonbury Public Schools, CT	✓ Town of Farmington, CT	✓ City of Bristol, CT
✓ American School for the Deaf, CT	✓ Guilford Schools, CT	✓ Darien High School, CT
✓ Norwalk Public Schools, CT	✓ Somers Public Schools, CT	✓ Yale University, CT
✓ Bristol Public Schools, CT	✓ JCJ Architects, CT	✓ Middletown Public Schools, CT
✓ Family Service Association, MA	✓ Town of Fairfax, VT	✓ Kings County Court, NY
✓ City of Middletown, CT	✓ RIVANNA Water and Sewer Authority, VA	✓ Radio Free Asia – DC
✓ City of Boston Public Schools – Facilities Dept.	✓ City of White Plains NY	✓ Children’s National Medical Center, DC
✓ The City of Providence	✓ NY City Public Transportation Authority	✓ Pfizer Inc.
✓ Johnson and Wales University, RI	✓ National Institute of Standards and Tec.	✓ MERCK Inc.
✓ Devens Enterprise Commission – MA	✓ Federal Reserve Bank of New York	✓ Becton and Dickinson Inc.
✓ Babson College MA	✓ City of Richmond, VA	✓ Montgomery County Archives, PA
✓ New England Aquarium, MA	✓ City of Laurel, MD	✓ City of Rockville, MD
✓ Massachusetts Audubon Society, MA	✓ City of Petersburg, VA	✓ City of Baltimore, MD
✓ National Consumer Law, MA	✓ SEPTA - PA	✓ National Institute of Health, DC
✓ Rhode Island Housing Authority, RI	✓ Providence Schools, RI	✓ Dept of Corrections and Rehabilitation
✓ U.S. Army Corp of Engineers	✓ Dartmouth – Hitchcock Medical Center	✓ Dept. of Homeland Security
✓ U.S. Court System	✓ Johnson and Wales University	✓ Washington Gas

Specific Customer and Personnel references relating to our proposed Digitization of facilities records for City of Norwalk are included below.

OUR TEAM

ARC's extensive talent pool is poised to deliver tailored and effective solutions for the City's document conversion project. With unparalleled experience in digital document conversion, ARC offers a depth of expertise unmatched by any other provider. Our team is comprised of the following skilled professionals, brings a wealth of collective knowledge and capabilities to ensure the city finds the optimal solution for their needs.

Vince Pingel

General Manager, National Director of Document Scanning Operations – 30+ years

Vince has been involved in providing document imaging solutions since 1991. His experience expands a wide variety of industries, markets, and specialty areas. In 1996 Vince was contracted to capture the complete legacy of the **National Geographic magazine**, including every page from every issue, in high-quality full color.

In the early 2000's, Vince served as a liaison for the marketing team at Adobe, introducing Adobe to the wide format construction document industry, and was later asked to sit on an Adobe committee for the development of their **Acrobat-Version 6**.

In 2006, Vince's team was contracted to capture the historical legacy of the **State Supreme Court for the State of Louisiana**. This project resulted from the disastrous hurricane Katrina, which nearly destroyed all hand printed decisions and transcripts for State Supreme Court cases dating back to 1845.

In his role as GM of our National Scanning Operations, Vince serves as a Technical Consultant for ARC and many of our customers, developing our Best Practices, Workflows and Processes for numerous large and highly visible Document Conversion Projects such as the **US Courts, Federal Reserve Banking System, National Geographic and numerous State and Local Government agencies** across the country.

Uday Pathirana

Director of Scanning Operations – 20+ years

Uday Pathirana is an expert in the Document Scanning and records management industry with over 20 years of experience. He embarked on his career journey in 2004 as a programmer, specializing in the development of document imaging tools. Over time, Uday transitioned into Electronic Records Management and Document Imaging Operations, where he honed his skills in overseeing a wide array of projects across various industries and geographies.

Uday holds a plethora of certifications, including **Certified Document Imaging Architect (CDIA+), Project Management Professional (PMP), Microsoft Certified Trainer, and Certified Records Management Expert**. He earned his B.Sc. in Information Management from University College Dublin, Ireland, and an MBA from the University of Wales, UK.

As a Document Imaging Consultant, Uday plays a pivotal role in managing all Document Scanning Projects in the Mid-Atlantic for ARC. His responsibilities include providing pre-sales consultancy, project management expertise, establishing production and quality guidelines, conducting training sessions, and ensuring the successful delivery of projects while meeting project objectives.

Uday's impressive portfolio includes projects of varying scales, ranging from a single box of documents to digitize to large-scale projects involving over 96 million documents within a six-month timeframe. Some of his notable clients include **Pfizer Inc, Federal Reserve Bank, Washington Gas, City of Richmond, City of Baltimore, U.S. FDA, U.S. DHS, and U.S. DOE**.

John Kovacs

Director of Sales and Operations ARC Northeast Region – 30+ Years

John Kovacs, with over three decades of experience in Sales and Operations Management within the Print and Scanning sector, currently serves as the Director of Sales and Operations for the ARC Northeast Region. A proud graduate of the University of Maine, John oversees sales and operational functions across diverse territory spanning **NY, NJ, CT, MA, RI, NH, VT, and ME.**

Throughout his career, John has been instrumental in leading numerous high-impact projects nationwide, collaborating with industry leaders across various business sectors. His expertise lies in driving initiatives focused on Scanning/Document Services, Color Graphics, and Managed Print Services, consistently delivering exceptional results, and fostering strong partnerships.

Mike Solenzio

Document Solutions Consultant Farmington, CT – 25+ Years

Dynamic and experienced professional with over 25 years of comprehensive business experience, and exceptional customer service skills to drive growth in the Connecticut markets, particularly focusing on Hartford County and Fairfield County and surrounding areas. Recognized for fostering enduring client relationships and delivering outstanding results, offering invaluable local insight and a deep understanding of regional dynamics.

Have onboarded new clients and continue to partner with **Glastonbury Schools, American School for the Deaf, Darien, Somers, Guilford, Noroton Heights Fire Department, Otis Elevator, Connecticut Museum of Culture and History and Gaylord Hospital.**

For the purposes of this proposal document, the main contact and project manager at ARC will be:

Uday Pathirana - Project Manager, Scanning Team

P: (410)-302-1927

udayanga.pathirana@e-arc.com

ARC'S UNDERSTANDING OF CITY OF NORWALK: DOCUMENT IMAGING & QUALITY CONTROL REQUIREMENTS

SCOPE OF SERVICES

ARC Document Solutions is committed to adhering to the specified requirements for the document digitization project, ensuring a seamless, secure, and efficient process.

Preparation Phase:

1. **Inventory and Assessment:** Conduct a thorough inventory and assessment of documents.
2. **Project Plan and Timeline:** Establish a detailed plan and timeline.
3. **Naming Nomenclature:** Collaborate with the City to define document naming.
4. **Procurement:** Acquire necessary equipment and resources.
5. **Document Preparation:** Remove staples and paper clips, repair torn documents, straighten folded plans, and mount irregular-sized memoranda on standard paper sizes.

Handling and Receiving Requirements:

1. **Document Security:** Safeguard irreplaceable documents in a secure, dry location.
2. **Theft, Loss, and Damage:** Implement stringent safeguards; fines for lost, stolen, or damaged files.
3. **Inventory and Tracking:** Maintain an automated tracking system and resolve discrepancies within ten days.

4. **Quality Control and Reporting:** Perform final quality checks and provide comprehensive reports.
5. **Pickup and Turnaround:** Develop a pickup and delivery schedule with the City; use closed, climate-controlled vehicles for transport.

Digitization Process:

1. **High-Quality Scanning:** Scan documents at 300 dpi, providing OCR services.
2. **Quality Control:** Implement rigorous measures to ensure accuracy and completeness.
3. **Onsite Scanning:** Prepare for an onsite scanning workroom if required.

Quality Assurance:

1. **Regular Checks:** Conduct regular quality checks and address discrepancies promptly.
2. **Data Preservation:** Preserve data identical to original records, delivering scanned images on industry-approved devices.
3. **Consistency Checks:** Perform consistency checks on 20% of images and maintain system calibration.

Record Accessibility:

1. **Access to Originals:** Ensure access to original documents within one business day.
2. **Return and Completion:** Pick up and complete the digitization process for needed documents.

Data Management:

1. **Secure Repository:** Establish a secure digital repository with backup and data protection.
2. **Indexing and Cataloging:** Develop a system for easy retrieval of digitized documents.

Training and Documentation:

1. **Staff Training:** Provide training on accessing and retrieving digitized documents.
2. **User Documentation:** Develop procedures for utilizing the digital repository.

Project Management:

1. **Project Manager:** Assign a dedicated project manager to oversee the process.
2. **Progress Meetings:** Conduct regular updates and address concerns with stakeholders.

ARC Document Solutions ensures a secure, efficient, and high-quality digitization process that meets the City's needs and standards. Flexibility is ingrained in our approach, as we understand the potential for scope and schedule adjustments and stand prepared to accommodate any changes seamlessly. Our proposal addresses key criteria such as Project Experience, Understanding of Objectives, Team Expertise, Approach, and Cost, ensuring no other supplier matches our experience and capabilities for a successful outcome. Expect a seamless and enjoyable process from document pick-up to status updates, reflecting our unwavering commitment to customer satisfaction throughout every project facet.

ARC'S PROJECT PLAN AND STATEMENT OF WORK

GENERAL OVERVIEW

To execute this project, and meet any volume and timeline requirements, **ARC will provide the Document Conversion Services off-site, at its Production Center in Farmington, CT and a secondary location, HIPAA center located in Columbia, MD.** As outlined above, ARC has the capacity to scale operations as necessary to meet any timeline required by the City. All Service Centers employ redundant, state of the art production equipment, with a dedicated and experienced staff including **Director of Operations (Jamie Fox) with over 10 years of document digitization experience.** Our Farmington, CT's storage facility is approximately 4,000 Sq. Ft. and our Columbia, MD is approximately 20,000 Sq. Ft.

Farmington, CT

17 Talcott Notch Road,
Farmington, CT 06032

Columbia, MD

9130 Red Branch Rd,
Columbia, MD 21045

All of our centers are equipped with comprehensive physical and network security measures, including secured and locked facilities, 24/7 visual surveillance, access control systems, and regular security audits. Our HIPAA-compliant centers feature dedicated locked spaces for storing PHI documents, accessible only to authorized personnel assigned to the project. These rooms are equipped with video recording and controlled access. Our servers are incrementally backup on daily basis and full backups during the weekends. Additionally, all of our employees undergo background checks and sign non-disclosure agreements (NDAs) prior to commencing employment at ARC. To learn more about our security and compliance policies please visit: <https://www.e-arc.com/security/>.

As required by the RFP, following are the answers to the requirements about the facility being used to perform scanning and indexing conversion services.

FARMINGTON, CT

	Facility Information	Yes	No
A	Air-conditioned facility	X	
B	Security alarm system	X	
C	Fire sprinkler system	X	
D	Will City records be above the floor in facility	X	
E	Facility fitted with Fire Suppression System	X	

COLUMBIA, MD

	Facility Information	Yes	No
A	Air-conditioned facility	X	
B	Security alarm system	X	
C	Fire sprinkler system	X	
D	Will City records be above the floor in facility	X	
E	Facility fitted with Fire Suppression System	X	

As per the RFP, following is the answer to Section 2.6, requirement g:

- i. The turnaround time for scanning 50,000 8 ½ x 11 documents, including prepping and indexing for conversion is **4 weeks**.
- ii. The turnaround time for scanning 50,000 8 ½ x 14 documents, including prepping and indexing for conversion is **4 weeks**.
- iii. The turnaround time for scanning 10,000 map documents, including prepping and indexing conversion is **4 weeks**.

On-site Records Digitization Services: ARC is equipped to provide on-site services as required by the city. To facilitate these services, ARC will bring multiple pieces of equipment, including small format scanners, large format scanners, and PCs for scanning, indexing, and quality assurance. We will require approximately 300 square feet of space to establish the on-site capture environment and temporarily house the records during their conversion from paper to digital format.

Our team will be on-site for an estimated duration of 2-3 months, depending on the complexity of the records and capture requirements. ARC's team will need uninterrupted access to this facility during standard business hours, from 8 AM to 5 PM, along with access to a reliable power supply.

The records conversion process will involve scanning all hard copy documents into high-quality digital facsimiles at **300 DPI**. This process will utilize programmatic auto-color, grayscale, or black and white settings for both small and large format documents, ensuring accurate and efficient digital transformation.

ARC will perform the following services off-site at the ARC Facility in **Farmington, CT** and our **secondary location in Columbia, MD**.

- Receiving boxes in ARC vehicle from City of Norwalk with proper chain of custody
- Validation of box inventory and security seals in-tact
- Document inventory creation, inserting uniquely barcoded folder separation sheets into each hard copy files folder
- Recording of separator barcodes into inventory spreadsheet
- Creating an automated workflow to process digital images into a cloud-based interim solution **SkySite Archives** by:
 - Retrieving conditioned index data for the document
 - Applying the template to the document
 - Pushing the indexing information into the correct template fields
 - Renaming the document based on the index data
 - Storing the document in a prescribed folder location
- Indexing of box information and folder details into index database
- Document preparation:
- Insertion of unique barcoded document separators, before the first page of each file folder
- Removal of binding materials
 - Unfolding pages
 - Removal and/or repositioning of post-it notes, flags, and other attachments
- Image Acquisition (Document Scanning)
- Scanned Image QC
- Document level indexing
- Document De-Prep:
 - Returning hard copy document pages to their source folder & box, without replacement of binding materials or attachments
- Return of completed documents in original boxes and in original order
- Processing of Quality Checked Images:
 - Programmatic compilation of **PDF/TIFF images**.
 - Running OCR against all PDF/TIFF files.
 - Programmatic file naming, based on index data collected
 - Programmatic folder structuring, based on index data collected
 - Migrating the completed images, folder structures and index data into final file formats
- Inventory spreadsheet validation of each box for return or disposal as instructed by each Department
- Secure non-stop transport of returning boxes to each Department
- Close out chain of custody process controls

CURRENT CONDITION

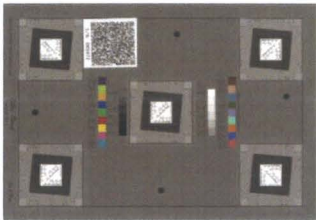
Based on information we received from the customer, we noticed most of the collection is in good to fair condition. At the same time, we can assure the city, we are well equipped and experienced to handle documents of all shapes, sizes, and conditions. We anticipate that we may have to repair a very small quantity of documents, to bring them to a “scannable” state. *An example of this capability happened recently when ARC had the good fortune of digitizing hand-drawn, fragile, and significant turn-of-the-century engineering drawings for JCI Architects, CT. These documents required very special handling as they represented the original designs and architecture of hundreds of important projects.*

Furthermore, we acknowledge the necessity of preparing small format documents before scanning, which entails removing binding materials, unfolding pages, and eliminating post-it notes and flags. Additionally, recognizing that small format pages may be printed either simplex or duplex, our scanning process will utilize duplex mode to ensure retention of any backside images in the output pdf/TIFF files.

OUR APPROACH

MAINTAINING FADGI COMPLIANCE

Last year, the **National Archives and Records Administration (NARA)** released it latest version of **Federal Agencies Digital Guidelines Initiative (FADGI) standards**, intended to establish highly accurate and repeatable levels of quality when digitizing hardcopy documents. ARC Document Solutions celebrates and supports the advancement of the newest release of this standard. In fact, ARC is one of the few, or maybe the only service provider who has invested in dedicated document scanners, firmware, software, test targets, and developed a thorough process to validate that it maintains compliance to these standards. In fact, our process is solid, repeatable, and will sustain audits at any time during the production process.



Sample Scanned Test Target Image

Each morning, before the production process begins, The scanner technician will scan the Golden Thread Test Target, using the pre-established scanner settings. The resultant image will be submitted to the Golden Thread Software, for analysis. The Golden Thread software will generate a detailed Image Analysis Report, indicating dozens of analytics of the source target image, and indicating a pass or fail grade for the target 3 Star Level desired for this project.

The scanning of the test target will be conducted once per day for each scanner as used in this project. The resultant scanned image will be programmatically named to indicate the exact date and time the image was created, as well as the model and serial number of the exact scanner used to generate the test image. The corresponding report will also show the exact image from which the analysis was derived.

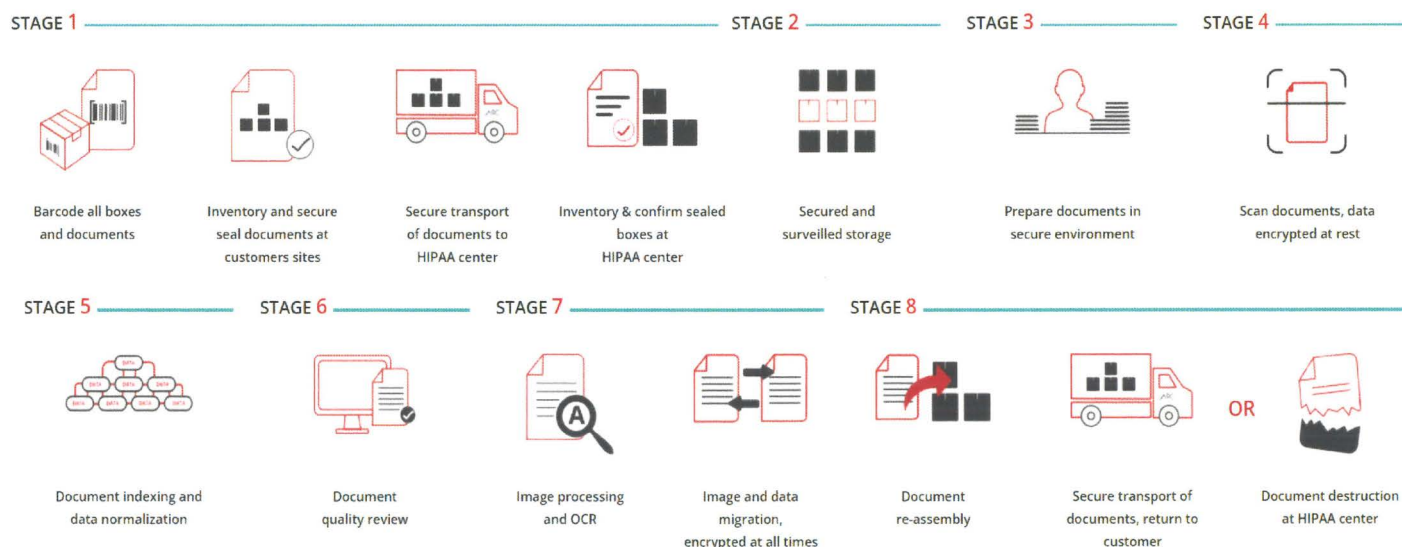
FADGI Test Target Report

Start	Image	Tonescale	Color	Resolution	Noise	Summary	QRD01072	DRG2140_JF306420_ARC_04112024.tif
							☐ Show Details	Colorimetric
Image Name		Analyzed	Result					
DRG2140_JF306420_ARC_04112024.tif		Yes	Pass					
				Measurement	Pass/Fail	Lower Limit	Value (Aim)	Upper Limit
				④ Lightness / Tone Response	PASS			
				④ Delta E(a*b*) / White Balance	PASS			
				④ Lightness Uniformity	PASS			
				④ Avg. & 90% Color Accuracy - DeltaE 2000	PASS			
				④ Color - Registration	PASS			
				④ Sampling Frequency - Resolution	PASS			
				④ Reproduction Scale Accuracy	PASS			
				④ 10% SFR - Sampling Efficiency	PASS			
				④ 50% SFR	PASS			
				④ L* Noise	PASS			

As each report shows a positive or passing grade, the respective document scanner will be released for use on the city Project for the following 24-hour period. If any report comes back negative, the respective scanner will be temporarily removed from production, where adjustments and calibrations can be made to bring the scanner back into compliance, and tested again, until generating a positive report.

The source target test images and image analysis reports will be archived for at least 180 days after final deliverables are submitted to the city. All source target images and reports will be made available to the city auditors at any time to prove ARC's compliance with the FADGI standards.

The following chart and narrative illustrate the workflow process that we currently plan to utilize for this project



INVENTORY TRACKING AND CONTROL

Process Managed by: Document Inventory Clerk

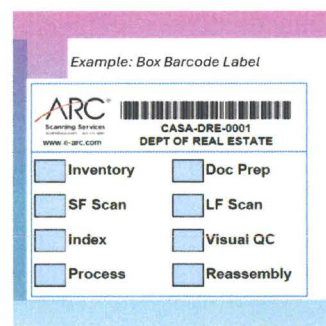
Position Qualifications: Having at least 3 years' experience in the handling of and managing inventory. Having a deep understanding of barcode technology and database applications. Strong organizational skills. Having the ability to lift and move document storage boxes weighing as much as 45 pounds.

ARC Document Solutions understands the seriousness of inventory tracking when it comes to working with its clients' records, and other sensitive document information. That is why we have been trusted to handle Public Agency documents of all types. *This was notably valuable in an ongoing project for Town of Providence, MA where ARC is digitizing hundred thousand documents. Town of Provincetown is releasing documents in batches, so inventory control is critical.*

ARC has implemented a proven process to help manage and track document inventory from the time we accept possession of the documents, through the necessary processing stages, until delivery back to respective location. This process includes the use of Barcoding, Proper Labeling, Master Spreadsheets, Chain-of-Custody Forms and more.

This process will be customized to meet the specific needs of the city to assure your team that the hard copy and data will transfer into the digital file collection accurately. Following this procedure properly ensures that:

1. All boxes provided by the city of Inspectional Services Building Division of City of Norwalk will be received, processed, and returned correctly.
2. All box content will be processed in sequential order, and no content will be overlooked or missed
3. All digital files created can have a direct link back to the original documents, allowing for an easy file validation process
4. All boxes can be identified at glance, and their current status be clearly stated
5. All content can be easily located in storage, based upon their barcodes, and the location tracking listed in the Master Spreadsheet Tracker



6. Any requests for expedited files have a much easier path to be located & processed, allowing for quicker turn-around times.
7. A high percentage of possible human error is minimized through the use of barcodes & barcode readers

CUSTOMER	BOX BARCODE	DATE RECEIVED AT ARC	DATE BOXES SHREDED	DATE RETURNED TO CUSTOMER	NOTES
DEPARTMENT OF REAL ESTATE	CASA-001-0001	2/3/2023			
DEPARTMENT OF REAL ESTATE	CASA-001-0002	2/3/2023			
DEPARTMENT OF REAL ESTATE	CASA-001-0003	2/3/2023			
DEPARTMENT OF REAL ESTATE	CASA-001-0004	2/3/2023			
DEPARTMENT OF REAL ESTATE	CASA-001-0005	2/3/2023			
DEPARTMENT OF REAL ESTATE	CASA-001-0006	2/3/2023			

Example Inventory Control / Chain of Custody Sheet

The Box Barcodes will be applied to the boxes, and the Custody Sheet will be completed, prior to loading the boxes onto the ARC provided transport vehicle.

DOCUMENT TRANSPORTATION

Process Managed by: Jamie Fox

Position Qualifications: Having at least 3 years' experience driving small to medium 2 axle box trucks. Having strong customer communication skills. Having the ability to lift and move document storage boxes weighing as much as 45 pounds, as well as operating pallet jacks.

ARC Document Solutions operates its own fleet of vehicles in Farmington, CT, complemented by contracted large trucks that can be mobilized as needed.

Given the substantial volume and sensitive nature of the pallets/documents to be handled for the city, we will exclusively designate all pick-ups and deliveries as "Exclusive Use," ensuring that each trip is conducted without intermediate stops.

Our team comprises experienced drivers proficient in operating our box trucks and delivery vehicles. Prior to employment, all ARC drivers undergo thorough background checks encompassing criminal records and driving history. Moreover, they are subject to routine random drug screenings as part of our employment protocol.

The ARC Drivers regularly handle, transport, load and unload pallets containing boxed paper supplies, many of which weigh more than 50 pounds. In addition, the drivers transport all kinds of equipment, palletized and otherwise. They are very skilled at handling heavy loads as well as awkward loads.

ARC Drivers are trained to provide exceptional Customer Service, as they communicate regularly with our customers, acting as liaison while performing their tasks. All ARC Drivers provide written reports to their management staff, indicating their successes, goals and accomplishments achieved for each day/trip completed.

DOCUMENT INDEXING

Process Managed by: Document Indexing Clerks – Managed by Jamie Fox

Position Qualifications: Having at least 3 years' data entry experience. Strong reading skills and having a deep understanding of barcode technology and database applications. Ability to learn and understand customer documents and content.

Establishing clear expectations is key. One of the most critical parts of any digitization undertaking is establishing search criteria based on the unique and individual needs of our clients. Although a custom approach will be taken based on the City's needs, we are mentioning that the most common indexing method would be the use of WYSIWYK (what you see is what you key) data entry methods into three groups:

1. Box Level Index values
2. Folder Level Index values
3. Document Level index values.

The Box and Folder Level Index values will be collected prior to Document Prep and Scanning. This will ensure that all Folder information is collected from the hardcopy folders or envelopes before the documents have been handled and while they are still in their original form as provided by City of Norwalk.

The data collected will be associated to the corresponding barcoded control ticket and/or barcoded separator sheet, thereby locking the collected data to the hard copy document in hand. In addition, the keyed data will also be associated to any spreadsheet data provided by the city.

More importantly, capturing the Box & Folder Level Index values early in the process will assist with expediting any Pull Request that the city may initiate.



The next Indexing step will be conducted post scanning and image QC. In this step the individual Document Index Values will be collected via a “Key from Image” process where the image of the first page will be displayed on screen, and the indexing clerk would key the values as shown from the document image. This ensures that the document index collected will be locked to the exact document, and risk of error completely minimized.

Once collected, specific index values will be used to generate the naming of output file folders and output file names, which will be determined at the time of the start of the project. If any index value is to be used for file and/or folder naming, it may be necessary to replace certain characters (such as replacing a “/” with a “-”), as certain characters are restricted from use in file/folder naming as well as by operating systems.

In addition, all indexed data would be compiled into Batch Data Migration Formats and shared with the city.

DOCUMENT PREPARATION

Process Managed by: Document Preparation Clerk – Managed by Jamie Fox

Position Qualifications: Having at least 3 years’ experience in document preparation for document scanning and/or litigation support services. Strong organizational and reading skills.

Example Document Indexing Control Sheet

ARC Document Solutions maintains a Standard Procedure for the typical document preparation steps required to prepare a document collection for scanning. This Procedure can be slightly modified to incorporate the special requests or processing needs of a specific City document collection. For City of Norwalk project described in this Scope of Work, ARC Document Solutions will expect to follow this standard procedure for preparation.

For Small Format Documents:

Instructions:

- a. Project Manager (PM) will issue each box to Prep Clerk for this Document Preparation phase.
- b. It is mandatory that Prep Clerks are to work on only one box at a time.

- c. Prep Clerks are never to share the prep work within the same box with any other Prep Clerk.
- d. If the Prep Clerk is to leave box incomplete for break, they must complete prepping the current document before leaving for break.
- e. Prep Clerk is to work from front of box to back of box and always remain in that sequence.
- f. Prep Clerk is to always keep Progress Marker placed where current Document was positioned in box.

Process:

- 1. Remove the first folder from the box.
- 2. Begin by removing content from folder and covering the content with the next available barcoded document separator sheet.
- 3. Remove all binding materials from each folder, working from first page to last. Except for the Bound volumes that will be scanned using book scanners.
- 4. Place each individual page face down, one on top of each other, ensuring that each page is fully separated from the next, and remains in sequential order.
- 5. Unfold any folded page(s).
- 6. Remove and discard any post-it notes and/or flags.
- 7. Follow Document Preparation Instructions as displayed in document prep area.
- 8. Return fully prepared document to its folder and return folder to its box in its position from which it came just in front of progress marker.
- 9. Remove the next folder and repeat steps 1 through 7 until the box is complete.
- 10. Forward box to small format scan station.

Supplemental Instructions:

- a. When encountering a large format map or drawing, remove the map/drawing from the document, and place a barcoded sequential placeholder page in its place
- b. Attach the corresponding placeholder page to the map/drawing(s)
- c. Mark the Box/Folder/Document barcode numbers at the bottom of the placeholder page
- d. Place these at the back of the box for scanning later
- e. This process ensures that the scanned image from each map/drawing is programmatically inserted into exact page position within the output PDF/TIFF file

DOCUMENT SCANNING

Process Managed by: Document Scanning Technicians – Managed by Jamie Fox

Position Qualifications: Having at least 3 years of experience in operating document scanners. Strong organizational skills. Moderate mechanical aptitude, and strong understanding of document imaging concepts and technology.

ARC Document Solutions prides itself on producing the very best quality images possible when converting a document collection into a digital file archive. This ability stems from our over-30-years of experience in the document imaging arena. More specifically, our company has been involved in the imaging, printing, and distributing of construction and related documents since its inception. Many of our facilities across the country have been producing and handling documents for over 100 years. ARC is the only vendor who can bring these many years of experience to bear for City of Norwalk.

We have countless small format and wide format scanner operators across all our locations, having well over 30 years of experience in this field. Our Management Team, as evidenced earlier, has significant years of experience, and serves as the backbone of our team. We actively pass that institutional knowledge to our whole operations and technical teams. We hold regular training sessions for our Prep, Scanner, Indexing and Data Management staff and all other positions in the company, providing the opportunity for each employee to grow in their knowledge and experience.

One of the major strengths of ARC and its scanner operators is the ability to handle aged and fragile documents, passing them through our scanners while posing absolute minimal risk to the document itself. In fact, *we have been involved with several projects involving documents dating back to the mid-19th century, one of which was for the **Federal Reserve Bank***

in New York City. In fact, the National Archive Records Administration (district 7 in Kansas City) brought one of its oldest and most treasured maps to ARC for digitizing; this artifact was a map that was hand drawn by R.E. Lee, Surveyor (prior to becoming a General during the civil war), drawn in 1845!

All scanner operators are required to move document boxes to and from their scan stations, which includes safely lifting these boxes which can exceed 45 pounds. We review this regularly with our employees to ensure that they can safely lift or move these boxes without risk to their health. If any employee is challenged with this weight, for health reasons or otherwise, we have the means to accommodate these employees so that their performance is not affected.

For City of Norwalk documents, unless otherwise requested, ARC will be scanning all document pages at a pixel density of **300 dpi** to ensure a detailed image representation of the original document.

Most likely for the city, all document collections will be captured as Auto-color or black & white (1-bit) image (ARC has the capability of Scanning records in Full Color, Grayscale if needed). ARC's professional grade scanners will capture B&W image using an "adaptive threshold" (*sliding scale of black pixels and blank white space*) whereby the pixel placement is analyzed with the surrounding pixels around it to help determine the actual image requirements. This results in a cleaner, better detailed scan than a standard Black & White image, yet it remains at a pixel depth of 1-bit per pixel, allowing a suitable level of compression to be applied (if allowed). All the records with color content will be scanned in color.

Small Format Document Scanning Equipment:

ARC utilizes only state of the art Production Grade Scanners, manufactured by the leading document scanner manufacturer, Kodak Alaris. These scanners are duplex scanners, meaning that they will capture both the front side and back side images simultaneously as they feed through the scanner one-time. In addition, these scanners are designed to transport fragile documents through a smooth stainless-steel transport path, thereby minimizing any risk of adding wear and tear to the source hard copy.

Also, these scanners utilize a switchable "Black Back" or "White Back" scan surface, to allow the best possible image quality, while minimizing any image reflection or bleed through from the backside of the source document. This also allows each document image to be programmatically de-skewed to the page edge (as opposed to the page content), which yields an exact facsimile of the source document. And this allows each page image to be automatically cropped to the page edge so that the resulting image matches the physical size of the hard copy page.

In addition, these scanners deploy CCD imaging technology. These scanners use a high-resolution lens to record the image onto a Charge Couple Device which interprets the image into digital form. This technology is identical to the technology used by the highest level of professional digital cameras, such as Nikon and Canon.

Although these scanners are self-calibrating, we also run test patterns on a weekly basis to verify that these scanners remain within our specification tolerances. If the scanner is found to be out of tolerance, a Kodak Factory Service tech is called in to service and calibrate the scanner.

Although the specification indicates to scan at 300 DPI, these scanners have the capability of scanning up to 600 DPI, B&W, Grayscale, Color or Auto-color.

These scanners have an 11" wide path, and therefore can scan any paper as small at 2.5" x 2.5", up to 11" wide by as long as 208". Therefore, the typical business size paper, Letter, Legal or tabloid sizes, are easily handled.

NOTE: Many of ARC's competitors use mid-grade scanners using the lower cost CIS technology (derived from Fax technology of the 1990s) to capture images. ARC will never deploy this mid-grade, mid-quality, technology for the services provided to The City or any other customer.

Lastly, and of significant importance, these scanners are equipped with three ultrasonic multi-feed sensors positioned across the entry edge. These sensors continuously emit ultrasonic sound waves through the paper as it feeds into the

scanner. This real-time detection system instantly halts the scanning process if multiple pages are fed simultaneously, ensuring 100% accuracy in achieving a one-to-one correspondence between scanned images and hard copies. In the event of a multi-feed, scanning is promptly paused, allowing the operator to retrieve the affected pages, manually separate them, and re-insert them into the feed tray, thereby preserving the exact sequential order of all pages throughout the batch.

Moreover, the scanner software meticulously logs key information such as the quantity of images, scanning time, scanner operator, and the scanner and scan station utilized for image acquisition, providing comprehensive documentation of the scanning process.



High Quality Production Grade Kodak Alaris i4650 Scanner

Large Format Document Scanning Equipment:

ARC deploys the Best of Breed Wide Format Scanners, also incorporating the best CCD imaging technology available. These scanners use a high-resolution lens to record the image onto a Charge Couple Device which interprets the image into digital form. This technology is identical to the technology used by the highest level of professional digital cameras, such as Nikon and Canon.

Although these scanners are self-calibrating, we also run test patterns on a weekly basis to verify that these scanners remain within our specification tolerances. If the scanner is found to be out of tolerance, a Context Factory Service tech is called in to service and calibrate the scanner.

Although the city specification indicates scanning at 300 DPI, B&W images, these scanners have the capability of scanning up to 600 DPI, B&W, Grayscale, Color or Auto-color.

NOTE: Many of ARC's competitors use mid-grade scanners using the lower cost CIS technology to capture images. ARC will not use mid-grade, mid quality technology for the scanning services.

The scanners ARC proposes to use for this project are the Award Winning Context UltraX wide format scanner, many of which can capture an image as wide as 60" by any length. In addition, ARC deploys and may use WideTek WT44 or WT48 scanners. Both scanners deploy CCD technology and are world renowned for handling fragile or delicate originals. These scanners use a "straight through" path, and therefore place very little stress on any of the documents being scanned.

ARC has equipped these scanners with large 32~65" display monitors, allowing the operator to instantly view the scanned result on screen and make any adjustments needed. While viewing the image, the operator will also fully QC the image, adjusting the skew/rotate, ensuring the image is complete edge to edge, crop any unnecessary edge, and adjusting the image to achieve the best representative image as possible.

Every image is saved in accordance with their Placeholder barcode cover. ARC's exclusive image processing technology will programmatically insert the Scanned/QC'd image into the proper document, in the exact page sequence position.



Software Version and Availability for Hardware in Use for Scanning:

At ARC Document Solutions, we utilize various software programs for image acquisition and processing across different scanner models. The software versions currently in use are:

- **Kodak Scanners:** We use Kodak Capture Pro software for image acquisition. The current version in use is 6.1.
- **Contex Scanners:** We use Contex NextImage software for image acquisition. The current version in use is 5.4.
- **WideTek Scanners:** We use WideTek Batch Scan Wizard for image acquisition. The current version in use is 5.0.
- **PsiCapture (now sold under Tungsten Automation, formerly Kofax):** We use this software for image processing. The current version in use is 7.10.

All the mentioned software have been in use at ARC for over 10 years, including previous versions.

TIFF IMAGES

Although the city specification indicates scanning at 300 DPI, B&W images, these scanners have the capability of scanning up to 600 DPI, B&W, Grayscale, Color or Auto-color. We can create TIFF images with appropriate compression levels or no compressions. TIFF images can also be produced with OCR text files or as OCR embedded PDF files if required.

IMAGE QC

Process Managed by: Image Quality Specialist – Managed by Jamie Fox

Position Qualifications: Having at least 3 years' experience operating document scanners or 5 years' experience operating multi-function copiers. Strong organizational skills. Good understanding of MS Windows OS and strong understanding of document imaging concepts and technology.

Since each Large Format scanned image is quality checked as it is being scanned, QC of the large format scans are completed in conjunction with the scanning itself.

Meanwhile, as the small format images are being scanned, each image is briefly displayed on screen, allowing the operator to view the images at a high level, checking for folded corners, streaks, or other major defects.

Once each batch is completed, the operator will scroll through, viewing every scanned image, checking each image at a closer level, to ensure that each image had been properly captured, that each image is the best image possible from the source page, and that all images have been properly cropped, rotated and blanks removed.

If any image is found to have a defect, the batch will be rejected and the batch will be investigated to determine the cause of the defect and the process refined or corrected to minimize the defect from re-occurring. In any event, the affected image will be rescanned and replaced to allow the batch to continue in the process.

Once the image QC is completed, the batch will be released for image processing and indexing.

Also see “Assurance for Quality Imaging” section below.

DOCUMENT DE-PREP

Process Managed by: Document Preparation Clerk – Managed by Jamie Fox

Position Qualifications: Having at least 3 years’ experience in document preparation for document scanning and/or litigation support services. Strong organizational and reading skills.

Once all small format scanned images have passed Image QC and released for processing, and if not already completed post scan, the source hard copy will be reinserted back into the source folder from which they were removed, and folders returned to their source box in proper order.

While all hard copy pages will be returned to their respective folders in the same order received.

DOCUMENT REASSEMBLY (OPTIONAL)

Process Managed by: Document Preparation Clerk – Managed by Jamie Fox

Position Qualifications: Having at least 3 years’ experience in document preparation for document scanning and/or litigation support services. Strong organizational and reading skills.

If specific locations wish to have all documents reassembled (meaning replacing all binding materials such as staples, clamps, clips, coil/comb binds, etc.), this instruction must be conveyed before each location issues the boxes for conversion. Details of this process will be discussed during the project kick-off meetings and during the pilot tests.

For this process if a single document were found to have more than one staple, then only one staple would be used when reassembled.

To manage this, ARC will use special barcoded sheets inserted at the front of each document (inserted during the document prep phase) where the sheet will indicate whether a staple, clip or clamp would be used to rebind the document. Although these sheets would be scanned, the images of the sheets would be programmatically deleted before the final PDF or TIFF files are generated. This process allows ARC to define where and which type of binder was used when the documents were first received.

Once all small format scanned images have passed Image QC and released for processing; reassembly clerks will work through each box and folder, to locate the special barcoded sheets mentioned above, then re-apply the appropriate document binder as indicated by the barcoded sheet. All documents would be reassembled, then inserted into their respective folder, and the folders inserted into their respective box, all in sequential order, to match the originals.

IMAGE PROCESSING AND DATA MIGRATION

Process Managed by: Data Migration Specialist – Managed by Jamie Fox

Position Qualifications: Having at least 5 years’ experience in migrating records into Enterprise Records Management Platforms including data delivery via External HDDs. With strong organizational and reading skills, as well as in-dept knowledge of all processes surrounding document conversion workflows.

All Images and Index data will be programmatically processed via specialized software to ensure that all deliverable files meet the city specifications.

The processing software will know the types of documents it is processing and will programmatically build the folder structure and file names (based on the index values) in accordance with the requirements for each document as pre-determined prior to the start of the project.

The processing software will also build the output files to create the PDF or TIFF files, one for each source document, ensuring that all pages are placed, regardless of size, and in proper page order.

In addition, the process software will validate that all images and documents within each batch are successfully output, and that all batches are properly processed.

DOCUMENT SECURITY

Process Managed by: Managed by Jamie Fox

Process Oversight: Vince Pingel (Technical Manager) & Uday Pathirana (Project Manager)

ARC Document Solutions takes the security of all its clients' records seriously. This means we take precautions not only for the physical security of the records, but also to best control the accessibility to the record content as well as the resulting image and data files. To assist with this process, ARC has implemented the following steps to help control the access to this information:

All project barcoding lists the client names by *Initials or Abbreviation*. This eliminates the immediate identification by non-ARC employees as a box of records from a specific client.

All ARC Full-time, Part-time, and Temp Employees are required to sign a Confidentiality/Non-Disclosure Agreement form prior to employment. This is in addition to the Full Background Checks and/or Drug Screen Tests that are required for general Employment.

All Client Boxes must go through a defined scanning workflow, which involves attaching a Box In-Progress label and a Box ID Barcode label to each box. The Box In-Progress label requires the ARC Employee to be responsible for a specific process to initial and date the label, indicating when and by whom the process was handled.

Standard ARC Scanning Procedures require that all ARC operators can check-out and process **only 1 box** of documents at a time.

All IT systems will be secured, and employees required to log-in and out of the system using unique login credentials.

As requested by the city, all data and images will be placed onto encrypted USB Drives for return to City of Norwalk. We propose using the Apricorn Aegis Fortress 500 GB (USB Connected Encrypted Drive). This drive meets the U.S. government standards for information technology and computer security. NIST FIPS 140 is the cryptography standard program required by the US federal government for protection of sensitive data. <https://apricorn.com/fortress>. Additional prices will apply for procuring these encrypted hard drives.



CITY OF NORWALK DOCUMENT PULL REQUEST

Process Managed by: Production Supervisor – Managed by Jamie Fox

Process Oversight: Project Manager – Managed by Udayanga Pathirana

ARC understands that the documents within its custody are active documents, and at any time, may need to be returned to each respective record location, allowing the city to continue its operations. We refer to this service as a Document Pull Request.

Because ARC maintains such tight controls on its inventory and index data, we make it easy and fast to execute any pull request made by the city. The Pull Request will be fulfilled by expediting the scanning of the requested document(s) and transmitting the scanned images back to the requestor at each location.

Although ARC welcomes the requestor to make such a request via voice phone call, we do require the request to be made in writing via email, which will be preserved and maintained as documentation of such request. While typically most requests are fulfilled within the same day, ARC guarantees all requests will be fulfilled within 2 business days from receipt of written request.

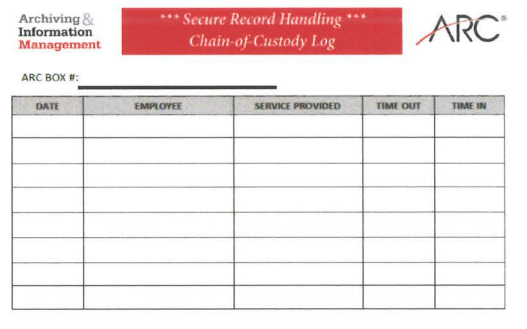
ARC will make available Pull Request services for the city, at no additional costs for up to 10 pull requests per month. If additional pull requests are required, the rate for these may be negotiated prior to the contract agreement.

PRODUCTION PROCESS & TIME TRACKING

Process Managed by: Production Supervisor – Jamie Fox

Process Oversight: Project Manager – Udayanga Pathirana

As part of our Production Process and Audit Controls, ARC will assign one **Chain of Custody Control Card** to each box when received and inventoried. With this Control Card, each employee who handles the box and performs a specific function will log their time spent on that function. This will allow us to track and record actual time spent on each function and provide an audit trail for invoicing and validating time elements that may be charged to the city per the pricing worksheet.



The form is titled "Chain of Custody Log" and is part of the "Secure Record Handling" process. It includes the ARC logo and the text "Archiving & Information Management". Below the title, there is a section for "ARC BOX #:" followed by a line for the box number. The main body of the form is a table with the following columns: DATE, EMPLOYEE, SERVICE PROVIDED, TIME OUT, and TIME IN. The table has 10 rows for data entry.

DATE	EMPLOYEE	SERVICE PROVIDED	TIME OUT	TIME IN

ASSURANCE FOR QUALITY IMAGING

Process Managed by: Managed by Jamie Fox

Process Oversight: Executive Oversight – Vince Pingel

ARC utilizes leading Image Processing Software to assist with image quality consistency, starting with the scanner software to properly control the hardware, and including post image capture software to manage the image after the scan is complete.

ARC technicians set predetermined parameters for each project, and the system will automatically compare the scanned image against those parameters within a split second. Any image that is found to be outside of the acceptable limits is automatically flagged and prompts the technician to manually correct the image so that it is within the acceptable ranges.

This includes tasks such as programmatic de-skewing (*correcting an image that is captured off center*), brightness/contrast levels, blank page identification and removal.

Upon completion of a project, the software will calculate and report the total number of images scanned versus images processed, and blank images removed, helping to keep the overall costs of scanning to its minimum actual level. Scanner operators will also quality check all images during the capture process for visual accuracy and readability.

We will ensure:

- Every document page in the source file is converted into digital format

- Images are in correct readable rotation
- Output images are in focus and properly aligned
- Image sizes are a correct 100% scale with no abnormal cropping
- Documents are scanned in the same order they have been received
- Proper capture and protection of old & damaged documents
- Proper management of hard copy attachments and small size documents

Operators perform quality control checks throughout the conversion process, comparing an individual scan to the original document to ensure there is no decline in quality. If for some reason a scanned image is not as clear as the original, our quality control inspectors will rescan the image to the highest attainable quality.

Supervisors also perform defined Project In-progress Inspections, validating that the digital file output specifications match the Scope of Work requirements for the project.

Output matching Scope of Work requirements is passed through. Output found with minor issues are corrected, revalidated, and passed through.

However, any output with major issues, or items that could potentially affect additional records within the project would require a **Non-Conformance Report (NCR)** be filed and logged against the project.

Quality Assurance: Non-Conformance Report (NCR)

Document Scanning Center:		QC Form 103.2 REV. 0	
NonConformance Report		Page 1 of 1	
Inspection Date:		NCR ID #	
Customer	Project Description:		
PO #	AIM Tracker #	Inspector:	
Qty. Accepted:	Qty. Rejected:	Inspection Process Performed:	
Description of NonConformance			
NCR Confirmed by		Signature	Date
Resulting Disposition: ☐ Rescan ☐ Reindex ☐ Reprint/Repair ☐ Use "As Is" ☐ Other: ☐ Modification to Psigen DocType			
NCR Dispositioned by		Signature	Date
Corrective Action:			
Corrective Action Completed By		Signature	Date
NCR Verified/Closed by		Signature	Date
			

Project In-Progress Inspection Form

Document Scanning Center:		QC Form 105.1 Rev. 0																																																																																		
Project Inspection		Page 1 of 1																																																																																		
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An NCR would define the cause of the non-conforming item, the method in which it will be corrected, and the Corrective Action that will be taken to ensure the issue will not replicate itself again for the remainder of the project.

The NCR will require multiple signatures of both supervisors and managers to validate the resolution of the issue before it can be closed out. Moreover, employees will be trained on their specific tasks before being released to perform such

tasks. Training sessions will be held on a regular basis to ensure that all employees meet the standards established and apply the techniques learned consistently throughout the term of the project. The Project Manager will maintain a training log to ensure that all employees receive and maintain expected performance levels.

OPTICAL CHARACTER RECOGNITION (OCR)

Process Managed by: Project Manager – Uday Pathirana

Process Oversight: Executive Oversight – John Kovacs

Our Optical Character Recognition (OCR) process serves as a cornerstone in the transformation of diverse document formats into searchable data, encompassing scanned paper documents, microfilm, PDF/TIFF files, and digital camera images.

As ARC professionals follow our meticulous processes for document scanning, indexing and quality assurance procedures, the scanned images results are used to create each PDF/TIFF file. The output PDF/TIFF files will be subjected to an Optical Character Recognition (OCR) process. This process will programmatically recognize all machine printed text, and embed the recognized results into the PDF file, thereby rendering a "Searchable Image" PDF file. TIFF files will have separate and associated OCR Text file.

The Searchable Image PDF files will prove to be quite beneficial to the city, allowing the city staff to conduct "Word" or "Phrase" searches against the content of the PDF file (formerly hard copy originals) to find matching Word/Phrases within each PDF file searched. Essentially, this process provides new life and extends the usefulness of hardcopy documents that have been locked away in files cabinets and storage boxes for years.

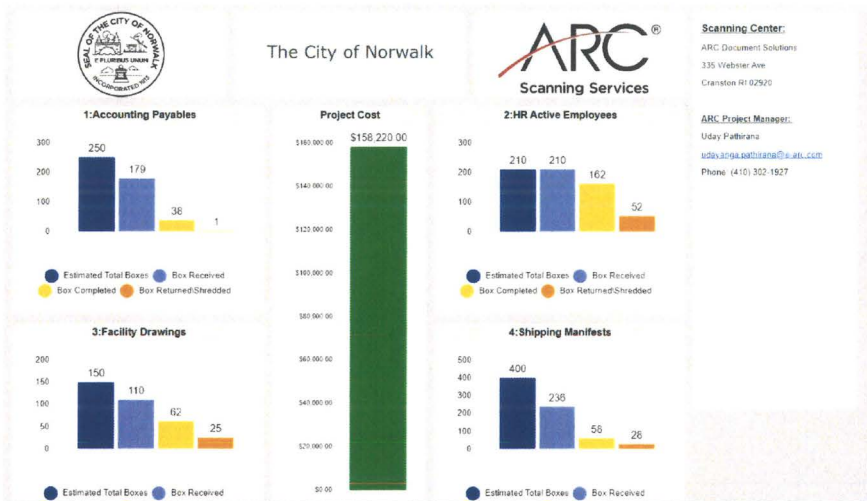
PERFORMANCE REPORTS, COMMUNICATIONS AND PRODUCTION SCHEDULE

Process Managed by: Project Manager – Udayanga Pathirana

Process Oversight: Executive Oversight – Vince Pingel

PERFORMANCE REPORTS

The ARC Project Management Team will actively engage in weekly scheduled project status meetings, during which comprehensive reports will be provided both verbally and electronically. These reports will include operational statistics, key performance indicators, milestones achieved, as well as any trouble areas or pending issues needing resolution.



Furthermore, ARC will set up an "Online Dashboard" accessible to the City's team 24/7 via a URL link. This dashboard will display project status, completion percentage by project phase, funds consumed, and remaining available funds allocated for the project at no extra cost.

Moreover, should any issues or concerns arise in the interim, please do not hesitate to reach out to your assigned project manager for assistance.

COMMUNICATION

As stated in the Executive Summary and Vendor Profile above, ARC has the resources, labor, technology, knowledge, and experience to deliver this project at nearly

any volume required. Although the quantity of documents may vary from collection to collection, ARC will work with the city to refine a plan to complete the desired quantities within the mutually agreed timeframe.

ARC will assign a Project Manager as a single point of contact for this project. The ARC Project Manager (PM) will be accountable to the City Program Manager, and will host regular Progress Meetings, provide regular production status and progress reporting, and will work with the Program Manager to prioritize locations for scheduling off-site and/or on-site collections to be converted.

General questions or inquiries can be presented and addressed in scheduled production meetings. and any urgent inquiries can be brought to the ARC Project Manager, via email or phone. the city can expect a response within 2 business days. Any unresolved issues can be escalated to the Vice President of Northern California and would be immediately addressed.

Once specific collections have been identified, a target production schedule will be established, and specific timelines will be developed for the various stages of this project.

As with many other large-scale projects currently underway, the ARC PM can establish an on-line Project Dashboard, specifically developed for this project. This dashboard would provide up-to-the-minute project statistics and status for each collection and location in production. The Project Dashboard will be available to any individual, as assigned by the Program Manager. Access to the Project Dashboard will be provided via a simple link to a specific web address.

For the project, pick-up and delivery schedules would be established at a mutually agreed cadence to specifically minimize the time the original documents are in ARC's custody and coordinated by the ARC PM.

PRODUCTION TIMINGS

To establish production throughput, we have outlined the estimated time required to process one large file (consisting of 500 pages), including various stages such as document prep, scanning, indexing, quality control, and reassembly of the hard copy.

PROCESS	ESTIMATED TIME	NOTES
DOCUMENT INVENTORY & PER-INDEX	30 Seconds	
DOCUMENT PREPARATION	10 to 20 minutes	Pending quantity of staples/Clips/Clamps, attachments and folded pages
DOCUMENT SCANNING	7 to 10 minutes	
DOCUMENT INDEXING	30 to 60 seconds	
DOCUMENT/IMAGE QC	4 minutes	
IMAGE PROCESSING	2 minutes	
FINAL QC	1 minute	
HARD COPY REASSEMBLY	3 to 10 minutes	Pending quantity of staples/Clips/Clamps, and folded pages
TOTAL TIME	20 to 35 minutes	

Upon determining the specific volume of documents and the desired timeframe, ARC will prepare a validation box before integrating all documents into our production workflow. An interim ramp-up schedule will be implemented to ensure that validation methods and delivery mechanisms can handle the volume during the initial phase. Once at full capacity, the schedule will stabilize to ensure consistent monthly deliveries throughout the contract period or as required by the city.

PROJECT TIMELINE

Our distinctive capacity to adjust our operations according to volume and demand ensures that your project receives meticulous attention and is completed within the specified deadline.

With our commitment to security and scalability, you can trust ARC to deliver projects promptly, consistently meeting deadlines and budget requirements.

ARC acknowledges the specified timeline of 2 months by the city and is fully capable of meeting it. We will collaborate closely with the City's team to complete the project on time and efficiently, without compromising quality.

EST. PROJECT TIMELINE



PROJECT MANAGEMENT AND PRODUCTION STAFFING

ARC recognizes the significance of this project, and we understand the requirement for absolute security, accuracy, and performance of this project. Therefore, ARC will assemble a Project Management Team that will be second to none, to manage all critical aspects of this project from start to finish.

John Kovacs, mentioned above, will serve as **Executive Oversight**. John will maintain oversight of all aspects of the project, to ensure that all project objectives and requirements are met. John will have the authority, granted by Executive Management of ARC, to make any decisions necessary to keep the project on schedule, within budget, and all quality expectations are met.

Vince Pingel, mentioned above, will serve as the **Technical Manager** for this project, and will be responsible for developing the exact workflow to be deployed, selecting, and configuring the technology, hardware, and software, to be deployed for this project. Vince will maintain technical oversight on this project to ensure all objectives are achieved or exceeded. In his 30+ years of Document Scanning Experience, Vince has been involved in numerous highly visible, marquee projects across the US during his 30 years of service.

Jamie Fox, also mentioned above, will serve as the **Production Manager** for this project. Jamie will be responsible for staff assignments and ensuring that all staff have been properly trained in each function they perform, as well as having a full view of the scope and objectives of the project.

Uday Pathirana will serve as **Project Manager & Staff Trainer** for this project. Uday will be responsible for detailed training of each of the production staff assigned to this project. In addition, Uday will document the staff names and training elements the staff received.

ARC maintains many highly skilled staff positions, with many years of experience, who currently work in our production centers at all levels and who are performing all functions as described in the workflow section above.

For specific positions, the following describes the base qualifications for each position:

Document Preparation Clerk: Having at least 3 years' experience in document preparation for document scanning and/or litigation support services. Strong organizational and reading skills.

Document Scanning Technician: Having at least 3 years' experience operating document scanners or 5 years' experience operating multi-function copiers. Strong organizational skills. Moderate mechanical aptitude, and strong understanding of document imaging concepts and technology.

Document Indexing and Inventory Clerk: Having at least 3 years' data entry experience. Strong reading skills and having a deep understanding of barcode technology and database applications. Ability to learn and understand customer documents and content.

REFERENCES

Reference 1			
Company Name	Glastonbury School District, CT		
Customer Name	Karen Bonfiglio, Finance Director		
Customer Email	bonfigliok@glastonburyus.org	Phone	(860) 652-4910
Address	628 Hebron Avenue, Glastonbury, CT 06033		
Cost	\$50,000.00		
Project Dates	2015 to date (After the backlog conversion project, customer is sending records on annual basis)		
Personnel Assigned	Jamie Fox, Uday Pathirana		
Project Description & Scope			
ARC was tasked with the digitization, data capture, and custom organization of Student Records and Human Resources records for Glastonbury School District. This extensive project involved handling various records from multiple schools within the district. The primary challenge lay in managing the diverse types of documents and ensuring accurate data capture and indexing for each school. Additionally, maintaining the security and integrity of sensitive documents throughout the digitization process was crucial. To address these challenges, ARC conducted thorough assessments to understand the specific requirements for each type of document and school, developing a detailed project plan that included secure handling procedures, advanced scanning technology, and specialized software for data capture and indexing. Regular communication with school officials ensured alignment on project goals and allowed for prompt resolution of any issues. Rigorous quality control measures were implemented, involving multiple verification steps to ensure the highest level of accuracy. The result was the successful digitization and organization of all large and small format records, with a high degree of accuracy and secure handling maintained throughout the process. Glastonbury Schools expressed satisfaction			

with the quality and efficiency of the work, highlighting ARC's commitment to delivering tailored and secure digitization solutions that meet client needs and expectations.

Reference 2

Company Name	The American School for the Deaf – West Hartford CT		
Customer Name	Randy D'Angelo, Director of Information Technology		
Customer Email	randy.dangelo@asd-1817.org	Phone	(860) 570-1869
Address	139 North Main Street, West Hartford CT 06107		
Cost	\$100,000.00		
Project Dates	2021 to date (After the backlog conversion project, customer is sending records on annual basis)		
Personnel Assigned	Jamie Fox, Uday Pathirana		

Project Description & Scope

The American School for the Deaf (ASD) faced a challenge for managing the diverse array of documents across various departments, each with unique requirements for data capture and indexing. Ensuring the security and integrity of sensitive documents throughout the digitization process was also crucial. Additionally, the project required seamless communication between ARC and ASD to maintain accuracy and meet the specific needs of each department.

To address these challenges, ARC conducted detailed assessments of the document types and requirements for each department, developing a comprehensive project plan outlining the steps for digitization, data capture, indexing, and quality control. Regular communication channels were established with ASD to ensure alignment on project goals, with a dedicated project manager appointed to facilitate smooth interactions and prompt resolutions to any issues.

Secure handling procedures were implemented to maintain the confidentiality and integrity of all documents. Advanced scanning technology was utilized to digitize the documents with high accuracy, and specialized software was employed to capture and index data according to each department's specifications. Thorough quality checks were conducted at each stage to ensure data accuracy and completeness, with experienced staff reviewing and validating the digitized documents and their indexes.

The project resulted in the successful digitization and indexing of engineering and construction drawings along with records from multiple departments. A high degree of accuracy in data capture and indexing was achieved, meeting the specific needs of each department. Secure handling of all documents was ensured throughout the process, maintaining their confidentiality and integrity. ASD provided positive feedback for the quality and efficiency of the digitization process, strengthening the partnership and paving the way for future collaborations. This project exemplifies ARC's commitment to delivering tailored digitization solutions with exceptional attention to detail and security, ensuring client satisfaction and project success.

Reference 3

Company Name	Providence Public Schools		
Customer Name	Carina Monge, M.Ed, Volunteer Program & Student Records Manager		
Customer Email	carina.monge@ppsd.org	Phone	(401) 456-9239
Address	797 Westminster St, Providence, RI 02903		

Cost	\$500,000+
Project Dates	2018 to date (After the backlog conversion project, customer is sending records on annual basis)
Personnel Assigned	Uday Pathirana, Bridget VanDemark, Dianne Gibree

Project Description & Scope

ARC was engaged to undertake the digitization, data capture, and custom organization of student records and special education-related records for Providence Schools. This comprehensive project involved handling a variety of document types, including paper records, microfilms, and historical digital records. Each document type required specific data capture and indexing, presenting a significant challenge in terms of managing the diverse nature of the records and ensuring consistent accuracy across the board.

To address these challenges, ARC implemented a meticulous project plan that emphasized careful communication with Providence Schools to fully understand their specific needs and requirements. A dedicated project manager facilitated ongoing coordination, ensuring that all stakeholders were aligned and that any issues were promptly resolved. Secure handling procedures were paramount, given the sensitive nature of the student and special education records. ARC employed advanced scanning technology and specialized software to accurately capture and index the data for each document type.

Quality control was a critical aspect of the project. ARC established a bulletproof quality control procedure that included multiple verification steps to ensure the highest level of accuracy and completeness. Experienced staff members reviewed and validated the digitized records, ensuring that all data capture and indexing were performed to the highest standards.

The result was the successful digitization and organization of Providence Schools' student records and special education-related records. The project achieved a high degree of accuracy in data capture and indexing, meeting the specific needs of the school district. Secure handling of all documents was maintained throughout the process, ensuring the confidentiality and integrity of the sensitive records. Providence Schools expressed satisfaction with the quality and efficiency of the digitization process, highlighting ARC's commitment to delivering tailored and secure digitization solutions that exceed client expectations.

Reference 4

Company Name	Family Service Association (FSA), May Se		
Customer Name	Angela Spellman – Director of Information Technology		
Customer Email	ASpellman@frfsa.org	Phone	(508) 730-1138, ext. 3562
Address	101 Rock Street, Fall River, MA 02720		
Cost	\$550,000.00		
Project Dates	2022 to date (After the backlog conversion project, customer is sending records on annual basis)		
Personnel Assigned	Uday Pathirana, Bridget VanDemark		

Project Description & Scope

Family Services Association (FSA) faced a significant challenge in accessing their business-critical records stored in a record storage facility, particularly during the COVID-19 pandemic when most of their staff were working from home. These records, subject to stringent HIPAA regulations, comprised approximately 60 pallets (2,065 boxes) of documents

from 26 different business units. The urgency and sensitivity of the task were paramount, as FSA required secure packing, digitization, and shredding of these documents within a fast-track twelve-month timeframe.

To address this challenge, FSA selected ARC Document Solutions for the project. ARC responded swiftly by mobilizing a specialized task force well-versed in HIPAA guidelines. This team meticulously packed and inventoried every document, ensuring that each step of the process adhered strictly to accuracy and efficiency standards. Advanced scanning technology and secure handling procedures were implemented to digitize the records while maintaining the confidentiality and security required by HIPAA regulations.

Throughout the project, ARC maintained close communication with FSA to ensure alignment on project goals and prompt resolution of any issues. The dedicated task force executed the digitization process with precision, safeguarding sensitive information and ensuring that all documents were accurately captured and indexed.

The result was the successful completion of the project within FSA's deadline. ARC met the HIPAA data security requirements, safeguarding the confidentiality and security of the sensitive documents while digitizing the content. This enabled FSA to access their business-critical records remotely, meeting their operational needs despite the challenges posed by the pandemic. ARC's efficient and secure handling of the project allowed FSA to achieve their business goals, highlighting ARC's commitment to delivering tailored and reliable digitization solutions.

Reference 5

Company Name	City of Richmond, Department of Public Utilities		
Customer Name	Vianney Herrera – Project Manager		
Customer Email	Vianney.m.herrera@gmail.com	Phone	(804) 512-1445
Address	400 Jefferson Davis Hwy, Richmond, VA 23224		
Cost	\$600,000.00		
Project Dates	2020 to date (Multiple records collections received and periodic pickups based on customers new requests)		
Personnel Assigned	Uday Pathirana, Phyllis Webster, Keturah Nelson		

Project Description & Scope

ARC Document Solutions was engaged to digitize and index multiple collections of both small format and large format records for a client. These records spanned a diverse range of categories, including projects, facilities, utilities, customer records, financial documents, and facilities-related documentation. The scope of the project was substantial, involving over 1,000 boxes of records and more than 50,000 drawings that required meticulous digitization and indexing.

The primary challenge lay in managing the vast quantity and variety of records while ensuring accuracy and efficiency. Each type of document demanded specific handling and data capture procedures, necessitating a tailored approach to meet the client's diverse needs. Additionally, the project needed to be completed within a specified timeframe and budget, with a current contract value exceeding \$300,000.

To address these challenges, ARC implemented a comprehensive project plan that included the deployment of advanced scanning technology and specialized software for data capture and indexing. A dedicated project team was assembled to handle the digitization process, ensuring that each document type was processed according to its specific requirements. Rigorous quality control measures were put in place to maintain high standards of accuracy and completeness throughout the project.

ARC maintained close communication with the client to ensure alignment on project goals and to address any emerging issues promptly. The team worked diligently to digitize and index the records, paying particular attention to the secure handling of sensitive documents.

The result was the successful digitization and indexing of all small and large format records, encompassing over 1,000 boxes and 50,000 drawings. ARC completed the project efficiently, meeting the client's requirements and maintaining the agreed-upon budget. The client expressed satisfaction with the quality and accuracy of the digitized records, reinforcing ARC's reputation for delivering reliable and tailored digitization solutions. The project's success highlights ARC's commitment to excellence in handling large-scale and complex digitization tasks, enabling clients to manage their records more effectively.

SKYSITE ARCHIVES CLOUD DOCUMENT MANAGEMENT SOLUTION

SkySite Archive is a secure, ISO 27001 Certified and HIPAA compliant cloud based electronic records management solution that provides advanced search ability options, file sharing, collaboration and implements the highest level of security. SkySite Archives is specially designed for managing Facilities Records, Architectural, Engineering and Construction Records with optimizations and custom workflows.



Features & Key Notes:

1. **Powerful search** – Quickly find what you need with enhanced search capabilities, custom index tagging and intelligent filtering.
2. **Advanced Information Capture** – OCR based document storage system helps find information, even in scanned documents.
3. **Document Retention** – Assign document types, retention timelines and retention managers to receive automatic notifications when it is time to act on old files.
4. **Forms** – Go paperless by digitally managing your standardized forms from start to finish.
5. **All your favorite devices** – iOS or Android manage your archived documents online and offline. Link, Search, Sync – take all functions with you.
6. **Unlimited and Scalable** – There is no storage limit or user limits. From one file cabinet to full document rooms, our digital document archive storage is designed to grow with you.
7. **Quick and easy uploads** – SkySite's accelerated and optimized upload is drag and drop simple and uploads even those massive files quickly.
8. **Single Sign-on** – Get improved security, reduced admin costs and streamlined access with SSO.
9. **File Sync** – Sync all your files between desktops, mobile and among all your teams. Ensure everyone is working with current information.
10. **Enhanced Security** – Protect yourself from data breaches, phishing attacks, and password leaks
11. **Email Management** – Sync and Archive Email messages.

12. **Content Support** – Ability to manage all the different electronic file formats with optimized web viewers for standards formats.
13. **Professional Services Support** – 24x7 professional help and support teams waiting to assist our customers.
14. **Customization and feature development** – Our design and development teamwork with customers to build customer capabilities and branding.
15. **Proven and tested with high secure environments** – SkySite Archive is used by variety of public and private sector customers managing their secure and sensitive information through this platform.

Additional more Information: <http://support.skysite.com/support/solutions/36000027375>

ARC can arrange SkySite Archive demonstration to Customer at onsite or via web meeting on demand.

The proposed solution will offer following capabilities:

- Unlimited number of Users to access the Cloud based solution. SkySite Archives solution is hosted with Amazon Virtual Private Cloud environment.
- Authorized users can access the Cloud environment with any standard web-browser and iPhone and Android Phone apps, Apple iPad Apps. No dedicated hardware needed.
- 100 GB of Cloud Storage Space.
- We will create multiple document collections/ repositories as needed to manage the records.

SkySite Archive User Training

1. ARC will arrange 2 sessions of SkySite Archive Administrative and End User trainings.
2. And Customer may request on-demand trainings as needed.

Solution overview,

<https://www.e-arc.com/technology-solutions/archives/>

Links to access information about our Compliances:

<https://www.e-arc.com/services/hipaa-compliance/>

Download product brochures:

https://www.e-arc.com/wp-content/uploads/2015/12/ARC-HIPAA_Brochure.pdf

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PRICING SHEET

Summarized Scope of Work

- **Estimated Volume:** Approximately 50,000 file folders of parcels to be digitized, expected to fit into 60 boxes of 1.2 Cu. Ft. size.
- **Services Offered:** ARC will provide fully outsourced document scanning and indexing services, adhering to State and Federal document imaging guidelines.
- **Pricing Options:**
 - **Option 1:** Scanning at ARC Service Center (Off-Site)
 - **Option 2:** Scanning at Customer's Facility (On-Site)

Pricing for Option 01: Scanning at ARC Service Center (Off-Site)

#	Service Description	QTY	Unit Price	Sub-total
01	Barcode-based chain of custody process and secure direct transportation to ARC Service Center	60 Boxes	\$6.00	\$360.00
02	Document Preparation "PREP"	145,00 small format pages	\$0.04	\$5,800.00
03	Records scanning 300 DPI, TIFF/PDF files, OCR Text Searchable content creation	145,000 small format pages	\$0.03	\$4,350.00
04	Large format document scanning services, 300 DPI, TIFF/PDF	5,000 drawings	\$0.99	\$4,950.00
05	Document Re-prep (Re-assembly)	150,000 pages	\$0.01	\$1,500.00
06	Records Indexing Services	50,000 Parcels	\$0.40	\$20,000.00
07	Records return after receiving customer confirmation	60 boxes	\$6.00	\$360.00
Sub-total				\$37,320.00

Pricing for Option 02: Scanning Services at Customer Facility (On-site)

#	Service Description	QTY	Unit Price	Sub-total
01	Document Preparation "PREP"	145,00 small format pages	\$0.07	\$10,150.00
02	Records scanning 300 DPI, TIFF/PDF files, OCR Text Searchable content creation	145,000 small format pages	\$0.06	\$8,700.00
03	Large format document scanning services, 300 DPI, TIFF/PDF	5,000 drawings	\$3.00	\$15,000.00
04	Document Re-prep (Re-assembly)	150,000 pages	\$0.03	\$4,350.00
05	Records Indexing Services	50,000 Parcels	\$0.60	\$30,000.00
Sub-total				\$68,200.00

Pricing for SkySite Archives Cloud Interim Solution (Optional Offering)

#	Service Description	QTY	Unit Price	Sub-total
01	SkySite Archives Cloud – Professional Edition - Includes Advanced Index Search Functionality - Global Context (OCR) Search and full-text content creation of standard file formats. - Includes Document Retention Module - iOS and Android Apps are Included. - Sync Module, Bulk Data migration modules are included. - Includes 1 TB of cloud storage. - Includes unlimited user accounts. 2 Administrative Training Sessions Included. Solution support included with 2-hour Service Levels.	1 Year	\$4,995.00	\$4,995.00

Notes:

- Prices submitted are considered firm until June 31st, 2025.
- Record volumes listed above are estimates and ARC will bill for actual volumes produced.
- ARC will invoice monthly for projects with a longer schedule over 1 month.
- Above prices excluding any taxes that will be applicable at the time of invoicing.
- SkySite Archives – Minimum Contract Period is 1 year.

ARC'S UNIQUE QUALIFICATIONS

The following are highlights of our unique offering, recommendations, and innovative ideas that ARC can provide. Our goal is to exceed your expectations:

Imaging Standards: - All equipment and practices designated here will exceed ANSI-AIIM MS 44 Standards.

Equipment to be deployed for this project (additional equipment and personnel may be added as SOW changes and as needs evolve):

- 2 – Kodak i4650 Small Format Scanners
- 2 – Canon DR 21- 140 Small format scanners
- 2 – Contex UltraX 4290 Large Format Scanner
- 6 – Windows PCs with various software, for Inventory, Indexing & QC

Equipment Capacity: - For both the Kodak and Canon Small Format scanners, these devices are rated at 140 pages per minute when scanned in landscape mode with all documents being A4 size. If scanning duplex, this could yield up to 280 images per minute. However, for the majority of our projects, we expect to achieve a more realistic throughput of **approximately 75 images per minute, equating to about 4,100 images per hour**. Therefore, operating for a full shift (approximately 7 hours of working time), we could process **approximately 28,700 images per working day (one shift); or 602,700 images per working month (one shift)**.

For the Contex Large Format Scanners, the actual realized output can vary depending on the size, condition, and quality of the originals. On average, for most of our projects, we anticipate scanning about 75 sheets per hour. This translates to **around 525 sheets per working day (one shift); or 11,025 sheets per working month (one shift)**.

Security and Document Scanning Location - ARC provides the necessary document triage to ensure the most important, and the most confidential chain of custody process. To do this, ARC will utilize our Farmington, CT, Scanning Center. We

will NOT allow mixed customer assets, nor allow pick up or delivery of documents and boxes that have other customers' content inside the trucks. ARC will transport City of Norwalk documents exclusively in our vehicles and each trip will be non-stop.

Staffing – ARC has current staff to fulfill all requirements as put forth in this SOW. Should the SOW change to the point where additional staff are required, ARC will train as necessary and develop marketable skills for all new hires and contribute to the local job market and invest in the local economy.

Security – ARC has facilities that are HIPAA compliant, SOC2 and ISO certified. Our staff has received specialized training in handling sensitive and confidential information, we have been audited by third-party verification companies and our facilities have secured areas for scanning which can be accessed only via secure card access. Our HIPAA and SOC2 compliant Centers are under 24/7 video surveillance, as well as extensive perimeter security management.

Expedited Project Delivery – ARC can handle any amount of documents collections for this contract period. We can scale operations locally to meet the timelines required as ARC has the resources to adapt to any quantities or timeline of 6-month (start to complete) the city has determined. The key benefit to the city is the access to digitized content at an accelerated pace giving each location the opportunity to derive the benefit of digitized content earlier, improving staff and information request performance. In other words, your ROI will begin earlier and be greater over time.

CONCLUSION

As evidenced in this proposal, ARC Document Solutions has extensive experience, technical expertise, and a detailed comprehensive workflow to handle this project.

Our Quality Assurance Plan and attention to detail throughout all phases of this project ensures transparent communications, strong project management, absolute focus on document chain of custody as the custodian of records, best of breed image processing technology, and highest data security measures to deliver a successful project. Furthermore, ARC's customer focused approach extends to all aspects of the project – not just production. From transportation, to communication, to project updates, to accounting and billing, ARC will provide an effortless and enjoyable process.

We would like to address two key elements cited noted by City of Norwalk:

Cost – ARC understands the city needs to be judicious with their spending. We have priced our services aggressively, offering two production options. However, maintaining high standards requires us to invest in top-tier software, hardware, and personnel. While our costs may exceed those of other providers, we strive to provide unparalleled value to our customers. This commitment is reflected in our motto: "Delight our customers by making it easy and fun to work with ARC." This approach fosters satisfaction and long-lasting relationships, demonstrating the value we bring at every level of our interaction, from delivery to accounting.

Performance & Experience - Understanding the critical importance of past performance and experience in fulfilling City of Norwalk digitization SOW, ARC stands out as a pioneer in document digitization. We have consistently led the industry by embracing cutting-edge technology and best practices to enhance customer service. ARC is renowned nationwide as one of the most reputable providers of Document Management services.

Our team comprises industry-leading professionals, ensuring that ARC offers unmatched experience and expertise. With over a century of experience, our staff—from delivery drivers to accounts receivable and from the CEO to scanner operators—demonstrates unparalleled knowledge and commitment. This depth of experience permeates every aspect of our operations, going beyond mere "production."

ARC's local presence ensures that we can meet the SOW requirements within the specified deadline. Should the scope expand, or the timeframe shorten, ARC has the resources in the State of Massachusetts to accommodate any changes.

Our unique capabilities, knowledge, and experience translate into tangible outcomes: secure, on-time, on-budget project delivery with minimal effort, consistently meeting expectations.

Organizations like City of Norwalk Department of Inspectional Services Building Division benefit from ARC's exceptional capabilities, knowledge, and experience. We have provided six references for your review and are prepared to offer additional references of any size and scope upon request.

In summary, the Controls we have in place considers the following factors:

- Tracking, Completion, and Inclusion of all documents and document pages
- Quality of Scanned Images
- Readability of Resultant Images
- Accuracy of Index Data collected
- Secure Control and Tracking as a custodian of records
- Consistency and Accurate Accounting of all Deliverables to Hard Copy Records
- Maintaining the highest level of security and protection for the hard copy documents, as well as protecting the resultant images and data, being encrypted while in transit

We are confident that these workflows, processes, and procedures will exceed all requirements for the conversion of records for City of Norwalk.

Thank you for the opportunity and we look forward to assisting City of Norwalk with providing the strongest document conversion solution for its records conversion project.

Respectfully Submitted,

John Kovacs
Regional Director
ARC Document Solutions
john.kovacs@e-arc.com
Office: (925) 394-8394

CITY OF NORWALK
PURCHASING DEPARTMENT

SECTION 1 – RESPONSE FORMS

**CITY OF NORWALK
PURCHASING DEPARTMENT
PROPOSER'S INFORMATION AND ACKNOWLEDGMENT FORM**

ARC Document Solutions, LLC
Proposer's Name

17 Talcott Notch Rd
Street Address

Farmington	CT	06032
City	State	Zip

Business Telephone: 860-677-8817

Email Address: mike.solenzio@e-arc.com
--

Mike Solenzio, Document Solutions Consultant
Printed Name and Title of Individual Submitting Proposal

The undersigned acknowledges that the terms, conditions and specifications of this RFP are understood and unconditionally accepted.	
	07-24-2024
Signature	Date

CITY OF NORWALK
PURCHASING DEPARTMENT

Exceptions: Note any vendor(s) responding to this proposal shall indicate any/all exceptions (if any) taken to language in this proposal. **BIDDERS MAY NOT TAKE EXCEPTION TO SUBSTANTIVE TERMS OF STANDARD CONTRACT FORMS PROVIDED IN THE RFP/RFQ/ITB.** Exceptions must be declared below in order to be considered by the City:

This image shows a full page of white paper with horizontal blue ruling lines. The lines are evenly spaced and run across the width of the page. There is no handwriting or other markings on the paper.

CITY OF NORWALK PURCHASING DEPARTMENT

1.1 PROPOSAL RESPONSE FORM

Vendor Name - ARC Document Solutions, LLC		
Address - 17 Talcott Notch Rd, Farmington, CT 06032		
Phone - 860-677-8817	Fax -	Email - jamie.fox@e-arc.com
Manager - Jamie Fox		Fed ID# 74-6036592

The undersigned hereby declares that they have or they have carefully examined the plans, specifications and project sites and has satisfied themselves as to all the quantities and conditions, and understands that in signing this proposal he waives all right to plead any misunderstanding regarding the same.

The undersigned further understands and agrees that he will furnish and provide all the necessary material, machinery, implements, tools, labor, services, and other items of whatever nature, and to do and perform all the work necessary under the aforesaid conditions, to carry out the contract and to accept in full compensation therefore the amount of the contract as agreed to by the Contractor and the City.

It is further understood and agreed that all information included in, attached to, or required by the Request for Proposal shall be public record upon delivery to the City.

- A. PROPOSED FEES:** Fees should breakdown by method and scanning location. Note the cost of documentation preparation (per Page), the City may elect to prepare all files in advance. Enter the rates for both images only scan and image scan + OCR. Enter the estimated number of months needed to scan the document page totals, if there is an administration fee and the cost per month for temporary up to thirty-six (36) month interim system solution.

SCANNING OFFSITE FACILITY						
	PAGES	PREP/pg	SCAN IMAGE/pg	SCAN IMAGE +OCR/pg	PU-DELIVER/bx	OTHER*
SCANNING	150,000	0.04	0.03	0.03	6.00	Large format scanning = 0.99
ADMINISTRATION FEE/per month	Included					Document Re-assembly = 0.01
INTERIM SYSTEM SOLUTION/per month	\$416.25					Records Indexing Services = 0.40

Please see the detail pricing calculations for this project in ARC Proposal Page 35 and 36.

CITY OF NORWALK PURCHASING DEPARTMENT

SCANNING ONSITE FACILITY						
	PAGES	PREP/pg	SCAN IMAGE/pg	SCAN IMAGE +OCR/pg	PU- DELIVER/bx	OTHER*
SCANNING	150,000	0.07	0.06	0.06		Large format scanning = 3.00
ADMINISTRATION FEE/per month	Included					Document Re- assemble = \$0.03
INTERIM SYSTEM SOLUTION/per month	\$416.25					Records Indexing = \$0.60

*OTHER: Please use additional pages to describe the fee

B. CERTIFICATION

Submitted By: <i>Michael Alejo</i>	Signature: <i>Michael Alejo</i>
Authorized Agent of Company (Name & Title):	
<i>DSC</i>	Date: <i>7.30.24</i>

C. The above signatory acknowledges receipt of the following addenda issued during the bidding period and understands that they are a part of the bidding documents (if applicable):

Addendum #	1	Dated	07-12-2024	Addendum #		Dated	
Addendum #	2	Dated	07-25-2024	Addendum #		Dated	

Please refer ARC proposal Page 35 and 36 for detail pricing calculations for this project. Thanks!

CITY OF NORWALK PURCHASING DEPARTMENT

1.2 STATEMENT OF QUALIFICATIONS

Please answer the following questions regarding your company's past performance. Failure to reply to this instruction may be regarded as justification for rejecting a bid.

1.	Number of years in business:	20 year	
2.	Number of personnel employed:	Part Time	Full Time
		200	1,600

3. List six contracts of this type/size your firm has completed within the last four years:			
Project	Date	Contact Person	Phone No.
Glastonbury Board of Education - CT	2021 to 2023	Karen Bonfiglio (Dir. Fin)	860-652-4910
American School for the Deaf West Hartford, CT	2022 to 2023	Randy D'Angelo (Dir. IT)	860-570-1869
Providence Public Schools - RI	2021 to To-date (multiple phases)	Carina Monge M.Ed (Manager)	401-456-9239
Family Services Association - MA	2023	Angela Spellman (Dir. IT)	
City of Richmond - DPU	2022 to 2023	Vianney Herrera (Pro. Manager)	804-512-1445
Town of Farmington - CT	2022 to 2023	Robert J Wadowski, Chief Of Surveys	860-675-2305

Please see the ARC proposal page 29 for the detail project scopes

4. **SUBCONTRACTORS:** If subcontractors are to be used, please list firm name, address, name of principal, and phone number below or on a separate sheet. Also indicate portion or section of work subcontractor will be performing.

COMPANY NAME	ADDRESS	PRINCIPAL	PHONE	PORTION/SECTION OF WORK

CITY OF NORWALK PURCHASING DEPARTMENT

5. ORGANIZATIONAL STRUCTURE OF BIDDER (check which applies)		general partnership		
		limited partnership		
	Y	limited liability corporation		
		limited liability partnership		
		corporation doing business under a trade name		
		individual doing business under a trade name		
		other (specify)		
6. STATUS OF THE BUSINESS AND ITS CURRENT STANDING WITH THE SECRETARY OF STATE'S OFFICE; e.g., are all required filings current and in good standing or has the entity been withdrawn or canceled	<u>Connecticut corporations</u> - Will the Secretary of State be able to issue a Certificate of Good Standing within 30 days of the bid opening?		Yes	No
	<u>Out-of -State corporations</u> - Do you have a valid license to do business in the State of Connecticut? (Evidence in the form of a Certificate of Authority from the Connecticut Secretary of State will be required within 30 days of the bid opening.)		<u>Yes</u>	No
7. CT eLICENSE (https://www.elicense.ct.gov) / Business Registration (https://business.ct.gov/?language=en_US) : 37593068001				
8. Is your local organization an affiliate of a parent company? If so, Indicate the principal place of business of your company and the name of the agent for service <u>if different from what has been indicated on the response form:</u>				
Business Name				
Address				
City, State & Zip				
Name of Agent				

CITY OF NORWALK PURCHASING DEPARTMENT

NOTE: In the case of a Limited Liability Corporation or a Limited Liability Partnership a certified copy of the Articles of Organization certified as valid and in effect as of the date of the bid opening will be required within 30 days of the bid opening. A listing of the corporate officers, in the case of a corporation; the general or managing partners, in the case of a partnership; or the managers and members in the case of either a limited liability partnership or company will be required within 30 days of the bid opening.

9. Your company may be asked to submit the following information relative to your company's financial statements prior to receiving an award. This information will not be part of the public bidding record and will remain confidential.

All information should be supported with appropriate audited financials

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

All responses to this questionnaire are understood to be proprietary to the vendor, and will be considered confidential.

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

10. Identify your businesses' supplier diversity classification and provide certification:

DIVERSITY CLASSIFICATION	CHECK ALL THAT APPLY
Women Business Enterprise (WBE)	
Minority Business Enterprise (MBE)	
Disadvantage Business Enterprise (DBE)	
Veteran-owned Small Business (VOSB)	
Small Business (SBE)	
Other (please explain)	Publicly listed company

CITY OF NORWALK

PURCHASING DEPARTMENT

1.3 CITY OF NORWALK VENDOR RECORDS

If you have not done business with the City of Norwalk as a vendor, your business information needs updating or your City of Norwalk vendor record has not been updated over three (3) years. Please complete and include the latest Internal Revenue Service (IRS) W-9 Form with your submission. Here is the URL to the IRS website:

<https://www.irs.gov/forms-pubs/about-form-w-9>

1.4 INSURANCE

Insurance Agency Name: McGriff	Tel: 205-98608134
Agency Address: 2000 International Park Drive, Suite 600, Birmingham, AL 35243	Email: kilee.sapp@mcgriff.com

1.5 CITY OF NORWALK VENDOR QUESTIONNAIRE – IT INFORMATION SECURITY

City of Norwalk Vendor Questionnaire

IT Information Security

Rev 8.4.22

1. **Third-Party Contact Information (please provide the POC for follow-up questions to this questionnaire):**
Vendor Name, Address, Point-of-Contact Name, Phone Number and Email

ARC Document Solutions, LLC
17 Talcott Notch Rd, Farmington CT 06032
Darrell Leetz, Corporate Infrastructure Administrator - Compliance Manager
Mobile. 215-651-8474 Email:darrell.leetz@e-arc.com

2. **Description of Services/Products:** Please provide a detailed description of services/products your organization aims to provide to the City?

Document digitization and indexing services
Offer temporary cloud based document management environment

3. **System and Equipment Access:** Will your organization use your own systems and equipment to perform the services, or will your organization need access to the City's systems, equipment and network? (Yes or No, If Yes, please explain)

YES ☒ NO ☐

ARC will use its own equipment and resources to perform these services

4. **Description of Data:** Are you using data from the City in order provide the services/product to the City (Yes or No, if Yes proceed to 3.1)

a. What data is needed to provide the services/products to the City?

Example: Name, Social Security Number, Trade Information, Source Code, Payroll or Accounts Payable data, student or patient data, Law Enforcement data, any Personally Identifiable Information (PII), etc.

YES ☐ NO ☒

If your answers to Questions 3 and 4 are BOTH “NO”, thank you for completing the IT Information Security Questionnaire.

If one or both questions are “YES”, please complete the remaining questions.

5. **Office Locations:** How many office locations does your organization have? *Please include the locations of your organization.*

ARC has 140 locations throughout the country. Our service center in Farmington CT will be the main service location that will involve in this project. Additionally our Archival Information Management Center in 9130 Red Branch Road, Columbia MD 21045 will assist with any additional support for this project.
List of all ARC Locations - <https://www.e-arc.com/locations/>

6. **Data Center Locations:** How many data centers does your organization utilize to provide services/products to the City? *Please include the locations of the data centers utilized by your organization.*

Our SkySite Cloud Solution is hosted with AWS Virtual Private Cloud.

7. **Business Entity:** What is your business entity type?

**Example: Sole Proprietorship, Partnership, C Corporation, S Corporation, Limited Liability Corporation (LLC), Limited Liability Partnership (LLP)*

LLC

8. **How many employees and contingent workers do you have in your organization?**

1-10 ☐ 10-50 ☐ 50-100 ☐ 100-500 ☐ 500-1000 ☒ 1000 or more ☐

9. **Physical Access:** Does your organization need to be onsite or offsite to provide services/products to the City?

YES ☒ NO ☐

We are proposing both on-site and off-site options.

Off-site primary Service Location - 17 Talcott Notch Road, Farmington, Connecticut 06032

Off-site Secondary Service Center - 9130 Red Branch Road, Suite P, Columbia MD 21045

10. **Access to Data:** How is your organization accessing City data?

**Example: Is the data supposed to be sent to your organization via email or will the data need to be uploaded to an application?*

**Note: For third-parties that are providing an application to perform the services, please specify whether the application will be an internally hosted solution, cloud-based solution (i.e. SaaS, IaaS, PaaS), or a traditional web-based application (i.e. eBay, WebEx, online banking application)*

ARC will not access City Data. In this project we are digitizing Parcel records which are public information. Scanned images will be temporary hosted in ARC's SkySite Cloud Solution as per City's request.

11. **Data Storage:** Does your organization outsource data storage or does your organization utilize its own databases to store data? Does your organization store data outside of the United States?

YES ☐ NO ☒

AWS VPC

12. **Segregation of Data:** Does your organization's database structure allow segregation of sensitive client data?

YES ☒ NO ☐

All data are stored in AWS S3 cloud storage.

13. **Independent Attestations:** Does your organization have independent attestations such as (i.e. ISO 27001, SSAE-18 SOC-1, SOC-2, PCI- DSS, ISO 9001)?

ISO 27001, SOC-2

14. Information Security

- a. Does your organization have written information security policies and procedures (WISP)? YES ☒ NO ☐

- b. How often are the information security policies and procedures reviewed and updated?

Annually and as necessary

- c. Who in the organization is responsible for reviewing and updating the information security policies and procedures?

Darrell Leetz
Corporate Infrastructure Administrator - Compliance Manager
M (215) 651-8474
darrell.leetz@e-arc.com
e-arc.com

- d. Does your organization have privacy policies and procedures?

YES ☒ NO ☐

- e. How often are the privacy policies and procedures updated?

Annually and as necessary

- f. Who in the organization is responsible for reviewing and updating the privacy policies and procedures?

Darrell Leetz
Corporate Infrastructure Administrator - Compliance Manager
M (215) 651-8474
darrell.leetz@e-arc.com
e-arc.com

- g. What methods of encryption are utilized for data at rest and in transit?

Data in-Transit - SSL Certificate with TLS 1.2 protocol
Data at-rest - Amazon S3 Bucket with Server Side Encryption (SSE) using Advanced Encryption Standard (AES-256)"

h. Are the encryption methods utilized FIPS 140-2 approved?

YES ☒ NO ☐

i. Does your organization utilize firewalls to filter incoming data and information from the internet into your company network?

YES ☒ NO ☐

j. Does your organization perform penetration testing at least once per year to determine if unauthorized access to the computer network and malicious activity is possible externally?

YES ☒ NO ☐

k. Does your organization perform vulnerability testing at least once per year in order to identify vulnerabilities within the internal network?

YES ☒ NO ☐

l. Does your organization perform background checks on employees and contingent workers prior to onboarding them? Describe the nature of these background checks (i.e., criminal, credit, international, etc.).

YES ☒ NO ☐

Criminal, credit and international, drug test

m. Does your organization utilize multi-factor authentication?

YES ☒ NO ☐

n. Does your organization utilize scan cards or biometric scans to grant employees and contingent workers access to the building and data centers where data is stored?

YES ☒ NO ☐

o. If offering a technology product, does the organization utilize software development life cycle (SDLC) or Agile to build and maintain technological product?

YES ☒ NO ☐

p. Does the technological product undergo information security testing and quality assurance testing prior to deployment?

YES ☒ NO ☐

SKYSITE is cloud-hosted and all server software, security patches, and firmware-related patches undergo the Software Testing Lifecycle (STLC). This process includes rigorous testing process by the Quality team, vulnerability scanning by the Security team in the test environment, and upon approval, moved to production.

q. Does the Vendor provide annual Cybersecurity Awareness training to their employee?

YES ☒ NO ☐

r. Does the Vendor provide annual phishing simulations for their employee?

YES ☒ NO ☐

s. Have users been educated on how to report suspected security violations or vulnerabilities?

YES ☒ NO ☐

t. Does the Vendor have an employee identified as the Chief Information Security Officer?

YES ☒ NO ☐

u. Are all the Vendor laptops encrypted?

YES ☒ NO ☐

v. Are all Vendor computers (workstations, notebooks) required to join the Company's domain and receive Group Policies?

YES ☒ NO ☐

w. Does the Vendor meet the NIST 800-63 password guidelines?

YES ☒ NO ☐

15. Risk Management

- a. Does your organization have an enterprise risk management framework implemented at your organization?
YES ☒ NO ☐

- b. Does your organization have documented enterprise risk management policies and procedures?
YES ☒ NO ☐

- c. Who in the organization is responsible for reviewing the enterprise risk management policies and procedures?

Darrell Leetz
Corporate Infrastructure Administrator - Compliance Manager
M (215) 651-8474
darrell.leetz@e-arc.com
e-arc.com

- d. Does your organization utilize an outside third-party to provide services/products to the client?
YES ☒ NO ☐

SKYSITE is cloud based application and hosted on AWS.

- e. Does your organization have a third-party risk management program (TPRM)?
YES ☒ NO ☐

f. Does your organization include right-to audit clauses in contracts with third parties?

YES ☒ NO ☐

g. Does your organization have a certificate of insurance (COI)? *Please attach a copy of your COI.*

YES ☒ NO ☐

Business Continuity/Disaster Recovery

a. Does your organization have a business continuity plan?

YES ☒ NO ☐

Redundant systems exist in different availability zone.
Data is backed up to different availability zones.
Application is completely cloud based.

If one availability zone is down application will serve form next availability zone.

b. How often is the business continuity plan updated?

Annually or as needed.

c. Does your organization conduct business continuity tests once per year?

YES ☒ NO ☐

d. Does your organization have a disaster recovery plan?

YES ☒ NO ☐

Redundant servers in AWS availability zones, backups to different availability zones. Secondary zone can be initiated for continues operation. Backups are all handled within AWS. Daily one full backup. Incremental backup every 30 minutes. Bin log backup every 5 minutes. Real time sync to parallel zone in same region

e. How often is the disaster recovery plan updated?

Annually and on need basis.

f. Does your organization conduct disaster recovery tests once per year?

YES ☒ NO ☐

g. Does your organization have business continuity and/or disaster recovery sites?

YES ☒ NO ☐

h. Are the business continuity/disaster recovery sites located in the United States or outside the United States? *Please include the locations of business continuity/disaster recovery sites?*

YES ☒ NO ☐

Within United States



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
07/22/2024

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER McGriff Insurance Services, LLC 2000 International Park Drive Suite 600 Birmingham, AL 35243	CONTACT NAME: Bridgette Piazza	
	PHONE (A/C, No, Ext): 1-800-476-2211	FAX (A/C, No):
INSURED ARC Document Solutions, Inc. 256 West 38th Street New York, NY 10018	E-MAIL ADDRESS: Bridgette.Piazza@mcgriff.com	
	INSURER(S) AFFORDING COVERAGE	
	INSURER A : Travelers Property Casualty Company of America	
	INSURER B : The Travelers Indemnity Company of America	
	INSURER C : Atlantic Specialty Insurance Company	
	INSURER D :	
	INSURER E :	
INSURER F :		

COVERAGES

CERTIFICATE NUMBER:D9V9AYN3

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
C	☒ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☒ OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: ☐ POLICY ☒ PRO-JECT ☐ LOC OTHER:			711018408-0000	02/26/2024	02/26/2025	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000 MED EXP (Any one person) \$ 15,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 \$
C	☒ AUTOMOBILE LIABILITY ☒ ANY AUTO ☐ OWNED AUTOS ONLY ☐ SCHEDULED AUTOS ☒ HIRED AUTOS ONLY ☒ NON-OWNED AUTOS ONLY			711018408-0000 MA Only Auto: 390001705-0000	02/26/2024	02/26/2025	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
C	☒ UMBRELLA LIAB ☒ OCCUR ☐ EXCESS LIAB ☐ CLAIMS-MADE DED ☒ RETENTION \$			711018408-0000	02/26/2024	02/26/2025	EACH OCCURRENCE \$ 5,000,000 AGGREGATE \$ 5,000,000 \$
A B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N ☐	N/A	UB2L7502842351K (AOS) UB2L6010822351R (AZ, FL, GA, MA, NE, OR, SC, WI)	02/26/2024	02/26/2025	☒ PER STATUTE ☐ OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000 \$ \$ \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
RE: Reprographic Services performed by ARC Document Solutions.

CERTIFICATE HOLDER

CANCELLATION

City of Norwalk 125 East Avenue Norwalk, CT 06851	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

07/22/2024

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an **ADDITIONAL INSURED**, the policy(ies) must have **ADDITIONAL INSURED** provisions or be endorsed. If **SUBROGATION IS WAIVED**, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER McGriff Insurance Services, LLC 3400 Overton Park Drive SE Suite 300 Atlanta, GA 30339	CONTACT NAME:	
	PHONE (A/C, No, Ext): 404 497-7500	FAX (A/C, No):
INSURED ARC Document Solutions 12657 Alcosta Boulevard Suite 200 San Ramon, CA 94583	E-MAIL ADDRESS:	
	INSURER(S) AFFORDING COVERAGE	
	INSURER A : Lloyd's of London	
	INSURER B :	
	INSURER C :	
	INSURER D :	
INSURER E :		
INSURER F :		
NAIC #		

COVERAGES**CERTIFICATE NUMBER:**F7NQRJLE**REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
	COMMERCIAL GENERAL LIABILITY						
	☐ CLAIMS-MADE ☐ OCCUR						EACH OCCURRENCE \$
							DAMAGE TO RENTED PREMISES (Ea occurrence) \$
							MED EXP (Any one person) \$
							PERSONAL & ADV INJURY \$
	GEN'L AGGREGATE LIMIT APPLIES PER:						GENERAL AGGREGATE \$
	☐ POLICY ☐ PRO-JECT ☐ LOC						PRODUCTS - COMP/OP AGG \$
	OTHER:						\$
	AUTOMOBILE LIABILITY						
	☐ ANY AUTO						COMBINED SINGLE LIMIT (Ea accident) \$
	☐ OWNED AUTOS ONLY ☐ SCHEDULED AUTOS NON-OWNED AUTOS ONLY						BODILY INJURY (Per person) \$
	☐ HIRED AUTOS ONLY						BODILY INJURY (Per accident) \$
							PROPERTY DAMAGE (Per accident) \$
							\$
	UMBRELLA LIAB ☐ OCCUR						EACH OCCURRENCE \$
	EXCESS LIAB ☐ CLAIMS-MADE						AGGREGATE \$
	DED ☐ RETENTION \$						\$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY						
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) ☐ Y / ☐ N						PER STATUTE ☐ OTH-ER ☐
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. EACH ACCIDENT \$
							E.L. DISEASE - EA EMPLOYEE \$
							E.L. DISEASE - POLICY LIMIT \$
A	Professional Liability (Includes Cyber Liability)			W124BC241301	04/15/2024	04/15/2025	Limit of Liability \$ 5,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER**CANCELLATION**City of Norwalk
125 East Avenue
Norwalk, CT 06851

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

**Request for Taxpayer
Identification Number and Certification**

Go to www.irs.gov/FormW9 for instructions and the latest information.

**Give form to the
requester. Do not
send to the IRS.**

Before you begin. For guidance related to the purpose of Form W-9, see *Purpose of Form*, below.

Print or type. See Specific Instructions on page 3.	1 Name of entity/individual. An entry is required. (For a sole proprietor or disregarded entity, enter the owner's name on line 1, and enter the business/disregarded entity's name on line 2.) ARC Document Solutions, LLC	
	2 Business name/disregarded entity name, if different from above.	
	3a Check the appropriate box for federal tax classification of the entity/individual whose name is entered on line 1. Check only one of the following seven boxes. ☐ Individual/sole proprietor ☐ C corporation ☐ S corporation ☐ Partnership ☐ Trust/estate ☒ LLC. Enter the tax classification (C = C corporation, S = S corporation, P = Partnership) C Note: Check the "LLC" box above and, in the entry space, enter the appropriate code (C, S, or P) for the tax classification of the LLC, unless it is a disregarded entity. A disregarded entity should instead check the appropriate box for the tax classification of its owner. ☐ Other (see instructions) _____	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from Foreign Account Tax Compliance Act (FATCA) reporting code (if any) _____ (Applies to accounts maintained outside the United States.)
	3b If on line 3a you checked "Partnership" or "Trust/estate," or checked "LLC" and entered "P" as its tax classification, and you are providing this form to a partnership, trust, or estate in which you have an ownership interest, check this box if you have any foreign partners, owners, or beneficiaries. See instructions ☐	
	5 Address (number, street, and apt. or suite no.). See instructions. 1400 N Providence Rd Ste 301N (remit: PO Box 953466) 6 City, state, and ZIP code Media, PA 19063 (St. Louis, MO 63195-3466) 7 List account number(s) here (optional)	Requester's name and address (optional)

Part I Taxpayer Identification Number (TIN) Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see <i>How to get a TIN</i> , later. Note: If the account is in more than one name, see the instructions for line 1. See also <i>What Name and Number To Give the Requester</i> for guidelines on whose number to enter.	Social security number <table border="1"><tr><td></td><td></td><td></td><td>-</td><td></td><td></td><td>-</td><td></td><td></td><td></td><td></td><td></td></tr></table> or Employer identification number <table border="1"><tr><td>7</td><td>4</td><td>-</td><td>6</td><td>0</td><td>3</td><td>6</td><td>5</td><td>9</td><td>2</td></tr></table>				-			-						7	4	-	6	0	3	6	5	9	2
			-			-																	
7	4	-	6	0	3	6	5	9	2														

Part II Certification Under penalties of perjury, I certify that: 1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and 2. I am not subject to backup withholding because (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and 3. I am a U.S. citizen or other U.S. person (defined below); and 4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct. Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and, generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.					
Sign Here	<table><tr><td>Signature of U.S. person</td><td></td><td>Date</td><td>3/20/2024</td></tr></table>	Signature of U.S. person		Date	3/20/2024
Signature of U.S. person		Date	3/20/2024		

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

What's New

Line 3a has been modified to clarify how a disregarded entity completes this line. An LLC that is a disregarded entity should check the appropriate box for the tax classification of its owner. Otherwise, it should check the "LLC" box and enter its appropriate tax classification.

New line 3b has been added to this form. A flow-through entity is required to complete this line to indicate that it has direct or indirect foreign partners, owners, or beneficiaries when it provides the Form W-9 to another flow-through entity in which it has an ownership interest. This change is intended to provide a flow-through entity with information regarding the status of its indirect foreign partners, owners, or beneficiaries, so that it can satisfy any applicable reporting requirements. For example, a partnership that has any indirect foreign partners may be required to complete Schedules K-2 and K-3. See the Partnership Instructions for Schedules K-2 and K-3 (Form 1065).

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS is giving you this form because they



STATE OF CONNECTICUT
DEPARTMENT OF REVENUE SERVICES

SALES & USE TAX RESALE CERTIFICATE

Issued to (Seller)

Address

I certify that Name of Firm (Buyer)

is engaged as a registered

ARC Document Solutions

- () Wholesaler
(x) Retailer
() Manufacturer
() Lessor
() Other (specify)

Street Address or P.O. Box No.

1400 N Providence Rd Ste 301N

City

State

Zip

Media

PA

19063

and is registered with the below listed states and cities within which your firm would deliver purchases to us and that any such purchases are for wholesale, resale, ingredients or components of a new product to be resold, leased, or rented in the normal course of our business. We are in the business of wholesaling, retailing, manufacturing, leasing (renting) the following:

Printing Equipment Sales and Supplies

City or state

State Registration
or I.D. No.
37593068001

City or State

State Registration
or I.D. No.

CT

City or state

State Registration
or I.D. No.

City or State

State Registration
or I.D. No.

City or state

State Registration
or I.D. No.

City or State

State Registration
or I.D. No.

I further certify that if any property so purchased tax free is used or consumed by the firm as to make it subject to a sales or use tax we will pay the tax due direct to the proper taxing authority when state law so provides or inform the seller for added tax billing. This certificate shall be part of each order which we may hereafter give to you, unless otherwise specified, and shall be valid until cancelled by us in writing or revoked by the city or state.

General description of products to be purchased from the seller:

General Engineering industry printing supplies

I declare under the penalties of false statement that this certificate has been examined by me and to the best of my knowledge and belief is a true, correct and complete certificate.

Authorized Signature

Jocelyn

Purchase Manager

02-06-2023

(Owner, Partner or Corporate Officer)

Title

Date

Request for Taxpayer Identification Number and Certification

► Go to www.irs.gov/FormW9 for instructions and the latest information.

Give Form to the
requester. Do not
send to the IRS.

Print or type. See Specific Instructions on page 3.	1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank. ARC Document Solutions, LLC	
	2 Business name/disregarded entity name, if different from above	
	3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes. ☐ Individual/sole proprietor or single-member LLC ☒ Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ► C Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner. ☐ Other (see instructions) ►	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____ (Applies to accounts maintained outside the U.S.)
	5 Address (number, street, and apt. or suite no.) See instructions. 1400 N Providence Rd Ste 301N (remit: PO Box 953466)	Requester's name and address (optional)
	6 City, state, and ZIP code Media, PA 19063 (remit: St Louis, MO 63195-3466)	
7 List account number(s) here (optional)		

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number									
			-				-		
or									
Employer identification number									
7	4		-	6	0	3	6	5	9

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here	Signature of U.S. person ► 	Date ► 1/1/2024
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General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.

