

**REQUEST FOR PROPOSALS
FOR THE PURCHASE OF MUNICIPAL TAX LIENS
OF THE TOWN OF WESTON, CONNECTICUT**

STANDARD INSTRUCTIONS TO PROPOSERS

1. INTRODUCTION

The Town of **Weston, Connecticut** (the "Town") seeks written, sealed proposals from interested parties for the purchase of delinquent municipal property tax and sewer liens, pursuant to the provisions of Connecticut General Statutes §12-195h. The amount due to the Town on these liens totals \$406,005.94. The sale will be conducted as a bulk sale transaction with one aggregate bid for all liens.

This RFP is not a contract offer, and no contract will exist unless and until a written contract is signed by the Town and the successful proposer.

Interested parties should submit a proposal in accordance with the requirements and directions contained in this RFP. **Proposers are prohibited from contacting any Town employee, officer or official concerning this RFP, except as set forth in Section 6, below. A proposer's failure to comply with this requirement may result in disqualification.**

If there are any conflicts between the provisions of these Standard Instructions to Proposers and any other documents comprising this RFP, these Standard Instructions to Proposers shall prevail.

2. RIGHT TO AMEND OR TERMINATE THE RFP

The Town may, before or after proposal opening and in its sole discretion, clarify, modify, amend or terminate this RFP if the Town determines it is in the Town's best interests. Any such action shall be effected by a posting on the Town's website, www.westonct.gov, under "Bids & RFPs." **Each proposer is responsible for checking the Town's website to determine if the Town has issued any addenda and, if so, to complete its proposal in accordance with the RFP as modified by the addenda.**

3. KEY DATES

Proposal Opening:	November 9, 2012
Preliminary Notice of Award:	November 13, 2012
Contract Execution:	no later than November 19, 2012
Closing:	no later than 2:00 PM (local time) on November 30, 2012.

TIME IS OF THE ESSENCE.

The Preliminary Notice of Award, Interviews, and Contract Execution dates are anticipated, not certain, dates.

4. **OBTAINING THE RFP**

All documents that are a part of this RFP may be obtained on the Town's website, www.westonct.gov, under "Bids & RFPs."

5. **PROPOSAL SUBMISSION INSTRUCTIONS**

Proposals must be received in the Weston Town Hall, Town Manager's Office, 56 Norfield Road, Weston, CT 06883 prior to the date and time the proposals are scheduled to be opened publicly. Postmarks prior to the opening date and time do NOT satisfy this condition. The Town will not accept submissions by e-mail or fax. Proposers are solely responsible for ensuring timely delivery. The Town will NOT accept late proposals.

One (1) original and four (4) copies of all proposal documents must be submitted in sealed, opaque envelopes clearly labeled with the proposer's name, the proposer's address, the words "**PROPOSAL DOCUMENTS,**" and the **Proposal Title and Proposal Opening Date**, the Town may decline to accept proposals submitted in unmarked envelopes that the Town opens in its normal course of business. The Town may, but shall not be required to, return such proposal documents and inform the proposer that the proposal documents may be resubmitted in a sealed envelope property marked as described above.

Proposal prices **must** be submitted on the Proposal Form included in this RFP. All blank spaces for proposal prices must be completed in ink or be typewritten; proposal prices must be stated in both words and figures. The person signing the Proposal Form must initial any errors, alterations or corrections on that form. Ditto marks or words such as "SAME" shall not be used in the Proposal Form.

Proposals may be withdrawn personally or in writing provided that the Town receives the withdrawal prior to the time and date the proposals are scheduled to be opened. Proposals are considered valid, and may not be withdrawn, cancelled or modified, for sixty (60) calendar days after the opening date, to give the Town sufficient time to review the proposals, investigate the proposers' qualifications, secure any required municipal approvals, and execute a binding contract with the successful proposer.

An authorized person representing the legal entity of the proposer must sign the Proposal Form and all other forms included in this RFP.

6. **QUESTIONS AND AMENDMENTS**

Questions concerning the process and procedures applicable to this RFP are to be submitted **in writing** (including by e-mail or fax) and directed **only to:**

Name: Thomas Landry
Department: Town Manager, 56 Norfield Road, Weston, CT 06883
E-mail: tlandry@westonct.gov
Fax: (203) 222-2677

Questions concerning this RFP's Specifications are to be submitted **in writing** (including by e-mail or fax) and directed only to:

Name: Charity Nichols
Department: Tax Collector, 56 Norfield Road, Weston, CT 06883
E-mail: cnichols@westonct.gov
Fax: (203) 222-8871

Proposers are prohibited from contacting any other Town employee, officer or official concerning this RFP. A proposer's failure to comply with this requirement may result in disqualification.

The appropriate Town representative listed above must receive any questions from proposers no later than seven (7) business days before the proposal opening date. That representative will confirm receipt of a proposer's questions by e-mail. The Town will answer all written questions by issuing one or more addenda, which shall be a part of this RFP and the resulting Contract.

At least four (4) calendar days prior to proposal opening, the Town will post any addenda on the Town's website, www.westonct.gov, under "Bids & RFPs." **Each proposer is responsible for checking the website to determine if the Town has issued any addenda and, if so, to complete its proposal in accordance with the RFP as modified by the addenda.**

No oral statement of the Town, including oral statements by the Town representatives listed above, shall be effective to waive, change or otherwise modify any of the provisions of this RFP, and no proposer shall rely on any alleged oral statement.

7. **ADDITIONAL INFORMATION**

The Town reserves the right, either before or after the opening of proposals, to ask any proposer to clarify its proposal or to submit additional information that the Town in its sole discretion deems desirable.

8. **COSTS FOR PREPARING PROPOSAL**

Each proposer's costs incurred in developing its proposal are its sole responsibility, and the Town shall have no liability for such costs.

9. OWNERSHIP OF PROPOSALS

All proposals submitted become the Town's property and will not be returned to proposers.

10. FREEDOM OF INFORMATION ACT

All information submitted in a proposal or in response to a request for additional information is subject to disclosure under the Connecticut Freedom of Information Act as amended and judicially interpreted. A proposer's responses may contain financial, trade secret or other data that it claims should not be public (the "Confidential Information"). A proposer must identify specifically the pages and portions of its proposal or additional information that contain the claimed Confidential Information by visibly marking all such pages and portions. Provided that the proposer cooperates with the Town as described in this section, the Town shall, to the extent permitted by law, protect from unauthorized disclosure such Confidential Information.

If the Town receives a request for a proposer's Confidential Information, it will promptly notify the proposer in writing of such request and provide the proposer with a copy of any written disclosure request. The proposer may provide written consent to the disclosure, or may object to the disclosure by notifying the Town in writing to withhold disclosure of the information, identifying in the notice the basis for its objection, including the statutory exemption(s) from disclosure. The proposer shall be responsible for defending any complaint brought in connection with the nondisclosure, including but not only appearing before the Freedom of Information Commission, and providing witnesses and documents as appropriate.

11. REQUIRED DISCLOSURES

In its Proposal Form each proposer must disclose, if applicable:

- Its inability or unwillingness to meet, or its clarification or modification of, any requirement of this RFP, including but not only any of the provisions of the attached Contract. **A proposer's failure to make any such disclosure shall be deemed to be its acceptance of each and every requirement, term, provision and condition of this RFP, including the Contract;**
- If it is listed on the State of Connecticut's Debarment List;
- If it is ineligible, pursuant to Conn. Gen. Stat. § 31-57b, to be awarded the Contract because of occupational safety and health law violations;
- All resolved and pending arbitrations and litigation matters in which the proposer or any of its principals (regardless of place of employment) has been involved within the last ten (10) years, excluding foreclosure actions involving liens purchased from or assigned by governmental entities;
- All criminal proceedings in which the proposer or any of its principals (regardless of place of employment) has ever been the subject;
- If it has a legal disability, or if there is any pending or threatened litigation against the proposer, that would adversely affect its performance of the Contract;
- Any interest in the subject properties held by it or any of its principals, officers or agents; and

- Each instance in which it or any of its principals (regardless of place of employment) has ever been found to have violated any state or local ethics law, regulation, ordinance, code, policy or standard, or to have committed any other offense arising out of the submission of proposals or bids or the performance of work on public contracts.

A proposer's acceptability based on these disclosures lies solely in the Town's discretion.

12. LEGAL STATUS

If a proposer is a corporation, limited liability company, or other business entity that is required to register with the Connecticut Secretary of the State's Office, it must have a current registration on file with that office. The Town may, in its sole discretion, request acceptable evidence of any proposer's legal status.

13. PROPOSAL (BID) SECURITY

Each proposal must be accompanied by a certified check of the proposer in the amount of \$20,000 made payable to "Collector of Revenue, Town of Weston." The successful proposer, upon its refusal or failure to execute and deliver the Contract required by this RFP within the time stated in the Specifications, shall forfeit to the Town, as liquidated damages for such failure or refusal, the security submitted with its proposal.

Upon the successful proposer's execution of the Contract in the form attached to this RFP, the Town shall return the proposal security to all other proposers.

14. PRESUMPTION OF PROPOSER'S FULL KNOWLEDGE

Each proposer is responsible for having read and understood each document in this RFP and any addenda issued by the Town. A proposer's failure to have reviewed all information that is part of or applicable to this RFP, including but not only any addenda posted on the Town's website, shall in no way relieve it from any aspect of its proposal or the obligations related thereto.

Each proposer is deemed to be familiar with and shall comply with all federal, state and local laws, regulations, ordinances, codes and orders that in any manner relate to this RFP or the performance of the Contract.

15. AWARD CRITERIA; SELECTION; CONTRACT EXECUTION/CLOSING

See Specifications, Sections 8 and 9.

16. AFFIRMATIVE ACTION, AND EQUAL OPPORTUNITY

Each proposer must submit a completed Proposer's Certification Form Concerning Equal Employment Opportunities and Affirmative Action Policy included with this RFP. Proposers with fewer than ten (10) employees should indicate that fact on the form and return the form with their proposals.

17. NON COLLUSION AFFIDAVIT

Each proposer must submit a completed Proposer's Non Collusion Affidavit Form that is part of this RFP.

END OF STANDARD INSTRUCTIONS TO PROPOSERS