

**TOWN OF GLASTONBURY  
REQUEST FOR PROPOSAL  
LEASE ACCOUNTING & MANAGEMENT SOFTWARE  
(GASB 87 IMPLEMENTATION)  
RPGL-2022-15**

**DUE DATE AND TIME: NOVEMBER 3, 2021 by 11:00 AM**

The Town of Glastonbury is requesting proposals from qualified firms to procure lease accounting and management software to assist the Town to implement GASB 87 and to capture all Town leases including real property, vehicles, and equipment. The software must provide all necessary disclosures, reports, journal entries, and outputs necessary to comply with legacy Government Accounting Standards Board (GASB) standards and GASB 87 Leases.

Interested individuals and firms should obtain the complete RFP and related information from the Town's website at [www.glastonburyct.gov](http://www.glastonburyct.gov). Responses to the Proposal must be submitted electronically no later than the time and date indicated above. **LATE PROPOSALS WILL NOT BE CONSIDERED.**

Responses can be submitted at the following link: <https://app.negometrix.com/buyer/2832>, under the RFP title "***RPGL-2022-15 – Lease Accounting & Management Software (GASB 87 Implementation)***". Respondents will be required to create a profile before submitting their proposal. Step-by-step instructions on how to register as a vendor are available at this website:

<https://help.negometrix.com/en/support/solutions/articles/9000177626-register-on-negometrix4>

The Town reserves the right to waive informalities or reject any part of, or the entire proposal, when said action is deemed to be in the best interests of the Town.

An Affirmative Action/Equal Opportunity Employer. Minority/Women/Disadvantaged Business Enterprises are encouraged to submit a proposal.

Mary F. Visone  
Purchasing Agent

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**Attachments**

- Attachment A – Proposal Response Page

## **SECTION I – GENERAL INFORMATION**

### **OVERVIEW:**

The Town of Glastonbury, inclusive of the Board of Education, requests the submission of a scope of services and fee proposals to procure lease accounting and management software to assist the Town to implement GASB 87 and to capture all Town leases including real property, vehicles, and equipment. The software must provide all necessary disclosures, reports, journal entries, and outputs necessary to comply with legacy Government Accounting Standards Board (GASB) standards and GASB 87. The new accounting rules required in GASB 87 are aimed at enhancing the relevance and consistency of information about municipalities' leasing activities. Respondents may also submit an optional fee proposal for Debt Services if they so desire, however, this is not a requirement of this solicitation and may or may not be contracted for at the sole discretion of the Town.

According to Governmental Accounting Standards Board (GASB) Summary of Statement No. 87:

“A lease is defined as a contract that conveys control of the right to use another entity's nonfinancial asset as specified in the contract for a period of time in an exchange or exchange-like transaction. Examples of nonfinancial assets include buildings, land, vehicles, and equipment.”

“Lessee Accounting [stipulates that]:

- A lessee is required to recognize a lease liability and an intangible right-to-use lease asset, at the commencement of the least term, unless the lease is a short-term lease or it transfers ownership of the underlying asset.
- The lease liability should be measured at the present value of payments expected to be made during the lease term (less any lease incentives).
- The lease asset should be measured at the amount of the initial measurement of the lease liability, plus any payments made to the lessor at or before the commencement of the lease term and certain direct costs.
- A lessee should reduce the lease liability as payments are made and recognize an outflow of resources (for example, expense) for interest on the liability.
- The lessee should amortize the lease asset in a systematic and rational manner over the shorter of the lease term or the useful life of the underlying asset.
- The notes to the financial statements should include a description of leasing arrangements, the amount of lease assets recognized, and a schedule of future lease payments to be made.”

“Lessor Accounting [stipulates that]:

- A lessor is required to recognize a lease receivable and a deferred inflow of resources at the commencement of the lease term, with certain exceptions for leases of assets held as investments, certain regulated leases, short-term leases, and leases that transfer ownership of the underlying asset.
- A lessor should not derecognize the asset underlying the lease.
- The lease receivable should be measured at the present value of lease payments expected to be received during the lease term.
- The deferred inflow of resources should be measured at the value of the lease receivable plus any payments received at or before the commencement of the lease term that relate to future periods.
- A lessor should recognize interest revenue on the lease receivable and an inflow of resources (for example, revenue) from the deferred inflows of resources in a systematic and rational manner over the term of the lease.

- The notes to financial statements should include a description of leasing arrangements and the total amount of inflows of resources recognized from leases.”

While the Town actively works to inventory all leases, current estimates indicate that approximately 100+ leases are maintained by the Town, the management of which is decentralized.

The software shall allow for export of data to other applications, for batch uploading of initial Town lease data and for access controls set up by user profiles. The selected firm shall provide implementation support, post implementation support, and training for system use. The Town will require a minimum of five (5) user licenses. The Town’s leases include land and building leases throughout the Town, heavy & light equipment and office equipment leases. In addition, the vendor must provide significant assistance with review of leases to determine applicability to GASB 87, compilation and upload of applicable data to the new Lease Accounting System and any journal entry adjustments to implement GASB 87 mid-way through FY2021-2022.

***BACKGROUND:***

The Town of Glastonbury is located in Hartford County, with a population of 34,810 as of 2020. Information about Glastonbury can be found on the Town’s website at: <https://www.glastonburyct.gov/our-community/about-us>.

**SECTION II – CONSIDERATIONS AND RESTRICTIONS**

- All reports, data, and other documents prepared by the Consultant according to this Agreement shall be submitted to the Town for its review and approval. Resulting work products of the Consultant pursuant to this solicitation shall become property of the Town of Glastonbury.
- No such approval shall in any way be construed to relieve the Consultant of responsibility for technical adequacy or operate as a waiver of any of the Town’s rights under this Agreement. The Consultant shall remain liable to the Town according to applicable laws and practices for all damages to the Town caused by the Consultant’s negligent performance of any of the services furnished under this Agreement.

**SECTION III- SCOPE OF WORK**

The Town / BOE will compile an inventory of leases, including, but not limited to, real property, vehicles and equipment. In addition, the Town / BOE will identify existing agreements not currently being recognized or disclosed as leases to ensure completeness, such as: rental agreements; searching vendor payments or general ledger chart of accounts; and requesting lease reports from lessors to compare with municipal data.

The vendor must satisfy the following requirements as part of their contract and scope of work.

Requirements:	
1.	<p><b><u>Provide Lease Accounting &amp; Management Software with the following capabilities:</u></b></p> <ul style="list-style-type: none"> <li>• Adheres to all accounting requirements under GASB 87, including the recognition and accounting for the deferred inflow of resources and the lease receivable.</li> <li>• Allows for balances to tie from high level disclosures to detailed reports, individual leases and amortization schedules.</li> <li>• Calculates the journal entries needed to transition existing leases to the new accounting standard, including the present value of the lease to be reported.</li> <li>• Appropriately accounts for lease modifications by prospectively adjusting the lease liability and asset.</li> <li>• Automatically generates the journal entries related to modifications and other re-assessment events that require remeasurements of the lease liability.</li> <li>• Handles lease actions required under GASB 87 (i.e. modify, terminate, renew and impair).</li> <li>• Tracks lease history and provide an audit trail for any lease changes.</li> <li>• Properly accounts for payments that are fixed versus variable.</li> <li>• Provides reports for account balance reconciliations.</li> <li>• Provides standard reports to address the disclosure requirements of GASB 87.</li> <li>• Provides comparative financial statements required under the GASB 87 transition guidance.</li> <li>• Provides an opening balance sheet report for all former operating leases that are recorded on the Statement of Net Position under GASB 87.</li> <li>• Provides continuing disclosure requirements.</li> <li>• Prepares the details of the lease agreement to be included in the notes to the financial statements, including a schedule of future lease payments, if applicable.</li> <li>• Provides appropriate system security controls.</li> </ul>
2.	<p><b><u>Provide assistance implementing the new Lease Accounting &amp; Management Software and GASB 87, including, but not limited to:</u></b></p> <ul style="list-style-type: none"> <li>• Determine the required disclosures, reports, journal entries and outputs necessary to comply with legacy GASB statements and GASB 87, including identifying any journal entry adjustments required to implement GASB 87 mid-way through FY2021-2022.</li> <li>• Work with Town and BOE Staff to export data from Lease Accounting &amp; Management Software to ensure proper upload/input to Munis (Tyler Technology) Financial Management System for the Town and Infinite Visions (Tyler Technology) for the BOE.</li> </ul>

	<ul style="list-style-type: none"> <li>• Review the details of each lease contract; assess all leases greater than twelve months (and shorter than twelve months, if an option to extend is provided); review other agreements not currently classified as a lease that may require reporting as a lease under GASB 87.</li> <li>• If the contract has both lease and non-lease components (i.e. maintenance agreements), separate the lease components from the non-lease components, and treat as separate contracts.</li> <li>• If the contract has multiple underlying assets with different lease terms:             <ul style="list-style-type: none"> <li>○ Treat each underlying asset as a separate component (lessor and lessee) and allocate the contract price to each component based on professional judgment and reasonableness.</li> <li>○ Use the price for each component in the contract, or Stand-alone prices for similar assets.</li> <li>○ If unable to determine an allocation, treat as a single-lease unit.</li> </ul> </li> <li>• Determine the interest rate charged by the lessor in the agreement, if known (it may be implicit in the lease). Otherwise, an estimate of the interest rate the lessee would be charged to finance the lease is acceptable.</li> <li>• If certain agreements aren't subject to GASB 87 and will not be uploaded to the Lease Accounting Software, document rationale.</li> <li>• Obtain applicable data from leases/agreements and populate the new Lease Accounting Software.</li> </ul>
<p><b>3.</b></p>	<p><b><u>Provide training and on-going support, including, but not limited to:</u></b></p> <ul style="list-style-type: none"> <li>• Provide training to Town Staff on how to use new Lease Accounting Software.</li> <li>• Work with Controller and Finance Director to detail all accounting changes (e.g. how reported debt may increase by the present value of the future lease payments).</li> <li>• On a go-forward basis, assist with upload of new leases / revised lease terms, as required.</li> </ul>
<p><b>4.</b></p>	<p><b><u>Present a project approach and schedule that meets the Town's term of service and time for completion, including:</u></b></p> <ul style="list-style-type: none"> <li>• Work shall be completed within 60 days of authorization to proceed or based on a mutually agreed upon schedule.</li> <li>• Services will commence immediately within 10 days of contract execution or on such other schedule as may be mutually agreed to with the Town.</li> <li>• Commitment to meet all deadlines for all activities and documents. (Such deadlines are provided in the details provided under Project Submittals.)</li> <li>• Commitment to work closely with the Finance and Accounting Departments of the Town and BOE.</li> </ul>
<p><b>5.</b></p>	<p><b><u>Provide a cost proposal that includes the following:</u></b></p> <ul style="list-style-type: none"> <li>• For Lease Accounting &amp; Management Software:             <ul style="list-style-type: none"> <li>○ Pricing for approximately 100+ leases</li> <li>○ Number of licenses provided</li> <li>○ Annual on-going software maintenance and support costs</li> <li>○ Continued on-going training and support costs</li> <li>○ Maximum annual percentage increase</li> </ul> </li> <li>• Professional service fees to implement the new Accounting &amp; Management Software and GASB 87. This includes, but is not limited to:</li> </ul>

<ul style="list-style-type: none"><li>○ Project management services</li><li>○ Conversion services</li><li>○ Interface services</li><li>○ Customization services</li><li>○ Implementation and configuration services</li><li>○ Training Services</li><li>● Respondents may also submit an optional fee proposal for Debt Services, if they so desire; however, this is not a requirement of this solicitation and may or may not be contracted for at the sole discretion of the Town.</li></ul>
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## **SECTION IV - SUBMISSION OF PROPOSAL**

### ***PROPOSAL INSTRUCTIONS:***

- By submitting a proposal, Respondent represents that they have thoroughly examined and become familiar with the Scope of Services outlined in this RFP and are capable of performing the work to achieve the Town's objectives.
- The awarded supplier may allow other Connecticut municipalities to "piggy-back" this RFP as allowed by their Town Code of Ordinance. While this clause in no way commits any other municipality to purchase from the awarded contractor, nor does it guarantee any additional orders will result, it does allow them, at their discretion, to make use of the Town of Glastonbury's competitive process (provided said process satisfies their own procurement guidelines) and purchase directly from the awarded contractor. All purchases made by other municipalities shall be understood to be transactions between that municipality and the awarded vendor. The Town of Glastonbury shall have no legal obligation or responsibility for any contracts/purchases between the vendor and any other municipality.
- Respondents submitting a proposal for this solicitation are directed to respond online through a secure e-Procurement portal. Responses can be submitted at the following link: <https://app.negometrix.com/buyer/2832>, under the RFP title ""***RPGL-2022-15 – Lease Accounting & Management Software (GASB 87 Implementation)***". Respondents will be required to create a profile before submitting their proposal. Step-by-step instructions on how to register as a vendor are available at this website:

<https://help.negometrix.com/en/support/solutions/articles/9000177626-register-on-negometrix4>

Respondents will be required to upload their response as **ONE (1) consolidated pdf file** which includes the following:

1. Proposal Response as per the requirements herein
  2. Attachment A - Town of Glastonbury Response Page
- All respondents are required to submit the information detailed below. **Responses shall be organized and presented in the order listed below to assist the Town in reviewing and rating proposals.** Responses should be presented in appropriate detail to thoroughly respond to the requirements and expected services described herein.
    1. Table of Contents to include clear identification of the material provided by section and number.

2. A letter of transmittal indicating the firm's interest in providing the service and any other information that would assist the Town in making a selection. This letter must be signed by a person legally authorized to bind the firm to a contract.
3. Name, email address and telephone number of person(s) to be contacted for further information or clarification.
4. Name, qualifications and experience of assigned project manager.
5. Respondent shall provide a list of 2-4 references who recently implemented the Lease Accounting & Management Software with the contact name, address and telephone numbers of these references. The Town reserves the right to contact these organizations regarding the services performed by the firm.
6. Confirmation that the Requirements described in the Scope of Work will be satisfied. Responses should be organized to address each component addressed in the Scope of Work and organized as follows:
  - a. Capabilities provided by the Lease Accounting & Management Software
    - i. Include images of the Lease Accounting & Management Software which demonstrate intuitive user interface and navigation.
    - ii. Confirm that the Lease Accounting & Management Software is fully compliant with Legacy GASB statements and GASB 87.
  - b. Assistance provided to implement the new Lease Accounting & Management Software
  - c. Training and on-going support provided
  - d. Project approach and schedule
  - e. Cost proposal
7. Images of the Lease Accounting & Management Software which demonstrate intuitive user interface and navigation.
8. Confirmation that the Lease Accounting & Management Software is fully compliant with Legacy GASB statements and GASB 87.
9. Proposal Response Form (**ATTACHMENT A**).
10. Description of any exceptions taken to this RFP. If any proposal involves any exception from the stated requirements and specifications, they must be clearly noted as exceptions and attached to the proposal.
11. Respondent is required to review the Town of Glastonbury Code of Ethics adopted July 8, 2003 and effective August 1, 2003 and revised October 29, 2013 and effective November 28, 2013. Respondent shall acknowledge that they have reviewed the document in the area provided on **ATTACHMENT A**. The selected respondent will also be required to complete and sign an Acknowledgement Form prior to award. The Code of Ethics and the Acknowledgment Form can be accessed at the Town of Glastonbury website at [www.glastonburyct.gov](http://www.glastonburyct.gov). Upon entering the website click on the **Bids & Proposals Icon** which will bring you to the links for the Code of Ethics and the Acknowledgement Form.



12. Any technical questions regarding this RFP shall be made in writing and directed to Julie Twilley, Director of Finance and Administrative Services by email at [julie.twilley@glastonbury-ct.gov](mailto:julie.twilley@glastonbury-ct.gov). For administrative questions concerning this proposal, please contact Mary F. Visone, Purchasing Agent by email at [purchasing@glastonbury-ct.gov](mailto:purchasing@glastonbury-ct.gov). All questions, answers, and/or addenda, as applicable will be posted on the Town's website at [www.glastonburyct.gov](http://www.glastonburyct.gov) (Upon entering the website click on Bids & Proposals Icon, click on the Bid Title to view all proposal details and document links). **It is the respondent's responsibility to check the website for addenda prior to submission of any proposal.** Note: Responses to requests for more specific contract information than is contained in the RFP shall be limited to information that is available to all respondents and that is necessary to complete this process. The request must be received at least five (5) business days prior to the response deadline.

No other Glastonbury Town employee, elected official, or evaluation committee member should be contacted concerning this RFP during the proposal process. Failure to comply with this requirement may result in disqualification.

**Failure to include any of the above-referenced items in the submitted proposal may be grounds for disqualifying said proposal.**

#### **EVALUATION CRITERIA:**

- The Town of Glastonbury shall select the responsible and responsive proposal which is determined by the Town to be the best suited, most advantageous, and provides the best value to the Town on the basis of the criteria included in this Request for Proposal. The Town shall not be obligated to accept any proposal and the Town shall reserve the sole right to determine the appropriateness of any proposal for this work. The Town expressly reserves the right to negotiate with the selected Respondent prior to an award of any contract pursuant to this RFP. Best value shall be determined by consideration of some or all of the following factors as deemed appropriate by the Town.
  - Capabilities provided by the Lease Accounting & Management Software
    - Include images of the Lease Accounting & Management Software which demonstrate intuitive user interface and navigation.
    - Confirm that the Lease Accounting & Management Software is fully compliant with Legacy GASB statements and GASB 87.
  - Assistance provided to implement the new Lease Accounting & Management Software
  - Training and on-going support provided
  - Project approach and schedule
  - Cost proposal
  - Other, including, but not limited to:
    - Accuracy, overall quality, thoroughness, and responsiveness to the Town's requirements as summarized herein.
    - The number, scope and significance of conditions or exceptions attached or contained in the proposal.

#### **REFERENCES:**

As part of the overall evaluation, The Town of Glastonbury shall review references provided in the respondent's proposal to determine the quality of services performed for other clients.

***SELECTION PROCESS:***

- This Request for Proposal does not commit the Town of Glastonbury to award a contract or to pay any costs incurred in the preparation of a proposal to this request. All proposals submitted in response to this request become the property of the Town of Glastonbury. The Town of Glastonbury reserves the right to accept or reject any or all proposals received as a result of this request, to negotiate with the selected respondents, the right to extend the contract for an additional services, or to cancel in part or in its entirety the RFP, and to waive any informality if it is in the best interests of the Town to do so.
- A Selection Committee, appointed by the Town Manager, will evaluate all proposals received for completeness and the respondent’s ability to meet all requirements as outlined in this proposal. The Committee will then short list the specific firms whose proposals best meet all criteria required and may conduct interviews with these firms. Upon completion of interviews, the Selection Committee will forward to the Town Manager a list of firms recommended for further consideration.
- The Town Manager or his designee will review the Scope of Services, fee proposals, and other factors with the top-rated firm(s) and negotiate a specific agreement based on these discussions.
- Additional technical information may be requested from any respondent for clarification purposes, but in no way changes the original proposal submitted.

***TIMELINE:***

The Town intends to adhere to the schedule listed below as closely as possible, but reserves the right to modify the schedule in the best interest of the Town as required.

Distribution of RFP	<b>October 21, 2021</b>
RFP Due Date	<b>November 3, 2021 @ 11:00 A.M.</b>
Interviews with Top Respondents	<b>Week of November 15, 2021</b>
Contract Effective Date	<b>December 1, 2021</b>
Contract Work Completion	<b>January 30, 2022</b>

***INSURANCE REQUIREMENTS:***

The Respondent shall, at its own expense and cost, obtain and keep in force during the entire duration of the Project or Work the following insurance coverages covering the Respondent and all of its agents, employees and sub-contractors and other providers of services and shall name the **Town of Glastonbury and Board of Education and their employees and agents as an Additional Insured** on a primary and non-contributory basis to the Respondent’s Commercial General Liability and Automobile Liability policies. **These requirements shall be clearly stated in the remarks section on the Respondent’s Certificate of Insurance.** Insurance shall be written with insurance carriers approved in the State of Connecticut and with a minimum Best’s Rating of A-VIII with all policies written on an occurrence form basis. In addition, all carriers are subject to approval by the Town. Minimum Limits and requirements are stated below:

- 1) Worker's Compensation Insurance:
  - Statutory Coverage
  - Employer’s Liability
  - \$1,000,000 each accident/\$1,000,000 disease-policy limit/\$1,000,000 disease each employee
  - A Waiver of Subrogation shall be provided in favor of the Town of Glastonbury and Board

of Education and their employees and agents.

2) Commercial General Liability:

- Including Premises & Operations, Products and Completed Operations, Personal and Advertising Injury, Contractual Liability and Independent Contractors.
- Limits of Liability for Bodily Injury and Building Damage  
Each Occurrence \$1,000,000  
Aggregate \$2,000,000 (The Aggregate Limit shall apply separately to each job.)
- A Waiver of Subrogation shall be provided in favor of the Town of Glastonbury and Board of Education and their employees and agents.

3) Automobile Insurance:

- Including all owned, hired, borrowed and non-owned vehicles
- Evidence of Combined Single Limit of Liability for Bodily Injury and Building Damage:  
Per Accident \$1,000,000
- A Waiver of Subrogation shall be provided in favor of the Town of Glastonbury and Board of Education and their employees and agents.

4) Errors and Omissions Liability or Professional Services Liability Policy

- Provide Errors and Omissions Liability or Professional Services Liability Policy for a minimum Limit of Liability \$1,000,000 each occurrence or per claim. The awarded respondent(s) will be responsible to provide written notice to the Owner 30 days prior to cancellation of any insurance policy.
- The respondent agrees to maintain continuous professional liability coverage for the entire duration of this Project, and shall provide for an Extended Reporting Period in which to report claims for seven (7) years following the conclusion of the Project.

5) Data Breach Liability

- \$1,000,000 Occurrence/\$1,000,000 Aggregate

The respondent shall provide a Certificate of Insurance as "evidence" of General Liability, Auto Liability including all owned, hired, borrowed and non-owned vehicles, statutory Worker's Compensation and Employer's Liability and Professional Services Liability coverage.

The respondent shall direct its Insurer to provide a Certificate of Insurance to the Town before any work is performed. The awarded Respondent(s) will be responsible to provide written notice to the Owner 60 days prior to cancellation or non-renewal of any insurance policy. The Certificate shall evidence all required coverages including the Additional Insured on the General Liability and Auto Liability policies and Waiver of Subrogation on the General Liability policy. The respondent shall provide the Town copies of any such insurance policies upon request.

***INDEMNIFICATION:***

To the fullest extent permitted by law, the Respondent shall indemnify and hold harmless the Town and its consultants, agents, and employees from and against all claims, damages, losses and expenses, direct, indirect or consequential (including but not limited to fees and charges of engineers, attorneys and other professionals and court and arbitration costs) to the extent arising out of or resulting from the performance of the Respondent's work, provided that such claim, damage, loss or expense is caused in whole or in part by any negligent act or omission by the Respondent, or breach of its obligations herein or by any person or organization directly or indirectly employed or engaged by the Respondent to perform or furnish either of the services, or anyone for whose acts the Respondent may be liable.

ATTACHMENT A  
PROPOSAL RESPONSE PAGE

BID / PROPOSAL NO: RPGL-2022-15 DATE DUE: NOVEMBER 3, 2021

DATE ADVERTISED: OCTOBER 21, 2021 TIME DUE: 11:00 AM

NAME OF PROJECT: LEASE ACCOUNTING & MANAGEMENT SOFTWARE  
(GASB 87 IMPLEMENTATION)

**The Respondent acknowledges receipt of the following Addenda:**

Addendum #1 \_\_\_\_\_ (Initial/Date) Addendum #2 \_\_\_\_\_ (Initial/Date) Addendum #3 \_\_\_\_\_ (Initial/Date)

It is the responsibility of the respondent to check with the Town's website for any Addenda before submitting the proposal.

**NON-COLLUSION STATEMENT:**

By submission of this proposal, the Respondent certifies that it is being submitted without any collusion, communication, or agreement as to any matter relating to it with any other respondent or competitor. We understand that this proposal must be signed by an authorized agent of our company to constitute a valid proposal.

**CODE OF ETHICS:**

I / We have reviewed a copy of the Town of Glastonbury's Code of Ethics and agree to submit a Consultant Acknowledgement Form if I / We are selected. Yes \_\_\_\_\_ No \_\_\_\_\_ \*

\*Respondent is advised that effective August 1, 2003, the Town of Glastonbury cannot consider any proposal where the respondent has not agreed to the above statement.

_____	_____
Type or Print Name of Individual	Doing Business as (Trade Name)
_____	_____
Signature of Individual	Street Address
_____	_____
Title	City, State, Zip Code
_____	_____
Date	Telephone Number / Fax Number
_____	_____
E-Mail Address	SS # or TIN#