



# City of West Haven

## Disclosure and Certification Affidavit

City of West Haven  
355 Main Street  
West Haven, Connecticut 06516

**EVERY SECTION OF THIS FORM MUST BE COMPLETED**  
For help completing this form contact Senior Buyer at 203-937-3624

<b>Contractor/Vendor Name:</b>					
<b>DBA if Applicable</b>					
<b>Physical Address:</b>		City		State	
<b>Mailing Address:</b>		City		State	
<b>Contact Person:</b>					
<b>Telephone and/or Fax #:</b>					
<b>Email Address:</b>					

**For the purposes of this Disclosure and Certification Affidavit, the following definitions apply:**

(a)	“Person” means one (1) or more individuals, partnerships, corporations, associations, or joint ventures.
(b)	“Contract” means any agreement or formal commitment entered into by the city to expend funds in return for work, labor, services, supplies, equipment, materials or any combination of the foregoing, or any lease, lease by way of concession, concession agreement, permit, or per agreement whereby the city leases, grants or demises property belonging to the city, or otherwise grants a right of privilege to occupy or to use said property of the city.
(c)	“City” means any official agency, board, authority, department office, or other subdivision of the City of West Haven.
(d)	“Affiliate Entity” means any entity listed in sections 9 or 10 below or any entity under common management with the Contractor.

**General Information For the purposes of this Disclosure and Certification Affidavit, being duly sworn, hereby deposes and says that**

State of:		County of:	
Print Name			
Print Company Title			
1.	I am over the age of 18 and understand the obligations of making statements under oath; I understand that the City of West Haven relies on my representations herein.		
2.	I am the corporate secretary or majority owner (including sole proprietorship) of <b>(Fill in 2a or 2b, or both if applicable)</b>		
2a. I am the corporate secretary or majority owner (including sole proprietorship) of (Company Name):			
2b. Or I am an individual and my name is			
3.	I am fully informed regarding the preparation and terms of the above referenced agreement (the “Agreement”) and of all pertinent circumstances related thereto.		



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4. Please select the applicable representation(s) regarding taxes or, if none of the below are accurate, attach an explanation of the status of the relevant tax obligations to this Affidavit (mark an “X” in the appropriate box or “NA” if none apply).

<b>Sub-Section 4.</b>	<b>Description</b>	<b>Mark with “X”</b>
4a.	As required by Conn. Gen. Stat. §12-41, the Contractor (and each owner, partner, officer, authorized signatory or Affiliate Entity of the Contractor) has filed a list of taxable personal property with the City of West Haven for the most recent grand list and all taxes are current.	
4b.	The Contractor (including any owner, partner, officer or authorized signatory thereof) is not required to file a list of taxable personal property with the City of West Haven for the most recent grand list and does not owe any back taxes to the City of West Haven, either directly or through a lease or other agreement.	
4c.	The Contractor or an owner, partner, officer, representative, agent or Affiliate Entity of the Contractor either has a PILOT agreement with the City of West Haven or (ii) owes back taxes and has executed an agreement with the City of West Haven to pay said back taxes in installment payments. Such agreement is attached and incorporated herein by reference and the payments under the said agreement are not in default.	
4d.	Other than as may be described in section 4 above, the Contractor (including any owner, partner, officer, other authorized signatory, or Affiliate Entity) does not have any outstanding monetary obligations to the City of West Haven.	

Please select the applicable representation about the Contractor’s business registration:

<b>Sub-Section 5.</b>	<b>Description</b>	<b>Mark with “X”</b>
5a.	Contractor is a Connecticut corporation, partnership, limited liability company or sole proprietorship and its Connecticut Secretary of the State Business ID #:	
5b.	Contractor is a foreign corporation, partnership, limited liability company or sole proprietorship but is registered to do business in the State of Connecticut. The Contractor’s Connecticut Secretary of the State Business ID #:	
Insert State Registration # if 5a. or 5b is chosen		
5c.	Contractor is a foreign corporation, partnership, limited liability company or sole proprietorship and is not registered to do business in the State of Connecticut. The Contractor is registered in the State of:	
Please insert the State name if 5c. is chosen		



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6. The following list is a list of the names of all persons affiliated with the business of the Contractor who are also affiliated with the City of West Haven. For purposes of this Affidavit, “affiliated with the business of the Contractor” includes any current or former employee (including officers) of the Contractor or any owner, board member or agent of the Contractor, or of any subsidiary or parent company of the Contractor, and “affiliated with the City of West Haven” means any employee, agent, public official, board member, commissioner or any other person serving in an official capacity for or on behalf of the City of West Haven. If none state none. Use additional sheets if necessary (must be on company letterhead and notarized):

Name	City Affiliation Role & Time Frame	Contractor Affiliation Role & Time Frame	DOB

7. The following list is a list of all contracts in which either the Contractor, any person affiliated with the business of the Contractor, or an Affiliate Entity of the Contractor provides, or has provided, services or materials to the City within one (1) year prior to the date of this disclosure. If none, state none. Use additional sheet if necessary (must be on company letterhead and notarized):

Name	Affiliation (if applicable)	Contract Number	DOB

8. The Contractor possesses an ownership interest in the following business organizations, if none, state none. Use additional sheet if necessary (must be on company letterhead and notarized):

Organization Name	Address	Type of Ownership	Ownership Pct. %

9. The following persons and/or entities possess an ownership interest in the Contractor. If the Contractor is a corporation, list the names of each stockholder whose shares exceed twenty-five (25) percent of the outstanding stock. If none, state none. Use additional sheet if necessary (must be on company letterhead and notarized):

Name	Title	Ownership Pct. %	DOB



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10. If the Contractor conducts business under a trade name, the following additional information is required: the place where such entity is incorporated or is registered to conduct such business; and the address of its principal place of business, if none, state none. Use additional sheet if necessary (must be on company letterhead and notarized):

Trade Name	Place Of Incorporation/Registry	Principal Place of Business	

**11. General Responsibility Questions, please check “Yes” or “No”**

Question	Yes	No
Is the contractor debarred from entering any government contract?		
Found non-responsible on any government contract?		
Declared in default and/or terminated for cause?		
Determined to be ineligible to bid or propose on any contract?		
Suspended from bidding or entering any government contract?		
Received an overall unsatisfactory performance rating from any government agency on any contract?		
<b>In the past five (5) years, has the vendor, any of its principal owners or officers, or any affiliate:</b>		
Had any permit, license, concession, franchise or lease terminated for cause or revoked?		
Been disqualified for cause as a bidder on any permit, license, concession, franchise or lease?		
Received any OSHA citation and Notification of Penalty containing a violation classified as serious or willful?		
Had a government entity found a willful prevailing wage or supplemental payment violation?		
Had a Connecticut or Federal Labor Law violation deemed willful?		

**Note: All “Yes” answers require a detailed response in a separate attachment.**



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I hereby certify that I am duly authorized to sign this Affidavit and that the person who will sign the Agreement with the City on behalf of the Contractor will be duly authorized to execute the same. I hereby further certify that the statements set forth above are true and complete on the date hereof and that I, or another authorized individual of the Contractor, will promptly inform the City, in writing, if any of the information provided herein changes or is otherwise no longer accurate at any point during the execution of the above referenced Agreement. I understand that any incorrect information, omission of information or failure of the Contractor to update this information, as described in the foregoing sentence, may result in the immediate termination of all agreements the Contractor has with the City of West Haven and disqualification of the

Signature & Title of person completing this form:			
<b>THIS FORM MUST BE NOTARIZED</b>	<b>NOTARY SEAL (if available)</b>		
Signature of Notary:			
Subscribed and sworn to, before me on this:		Day of	20__
My Commission Expires:			

**This form should be mailed to or emailed to the purchasing department or included with a specific solicitation. (This form shall be updated if the Agreement contemplated hereby is not executed within six months. This form will not be accepted without being notarized.)**