



TAX MANAGEMENT
ASSOCIATES, INC

CITY OF STAMFORD, CONNECTICUT

RFP #890

PERSONAL PROPERTY TAX AUDITS



PREPARED BY:

TAX MANAGEMENT ASSOCIATES, INC
5121 PARKWAY PLAZA BLVD.
CHARLOTTE, NC 28217

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December 1, 2022

Erik J. Larson
City of Stamford
Purchasing Agent
888 Washington Boulevard
Stamford, CT 06904

Dear Mr. Larson:

Please accept this proposal as Tax Management Associates' (TMA) response to the City of Stamford Personal Property Tax Audits RFP # 890. It is our pleasure to submit this proposal.

As the nation's leader in business personal property audits, our solutions are sustainable, valuable, and our methods have proven successful. We have worked with over 500 jurisdictions in state and local government and performed over 285,000 business personal property audits, discovering \$68 billion for our clients.

TMA is proud to offer complete audit services from start to finish. Our process includes working with taxpayers, as directed by the Assessor, to conduct on-site audits of businesses and to document accurate returns. We pride ourselves on assisting taxpayers with professionalism and extending the same relationship to our clients. The detailed written reports provided to the City of Stamford are of the highest quality and our auditors stand behind their findings on behalf of the City of Stamford as expert witnesses in tax-related litigation.

TMA has performed over 9,000 audits in Connecticut and discovered close to \$2 billion in unreported or underreported taxable business personal property in value resulting from these audits. We are proud to continue to serve jurisdictions in Connecticut. We have been providing audit services to the City of Stamford since 2005 and we look forward to continuing our relationship with the City.

TMA will demonstrate in this proposal that it is qualified and knowledgeable in these audit processes and is the most proficient choice to perform the services as described within this RFP. We acknowledge and accept all terms and conditions within this proposal. We look forward to the opportunity to continue working with the City of Stamford.

Sincerely,



Richard H. "Chip" Cooke, Jr.
Chief Executive Officer

I. Scope of Services

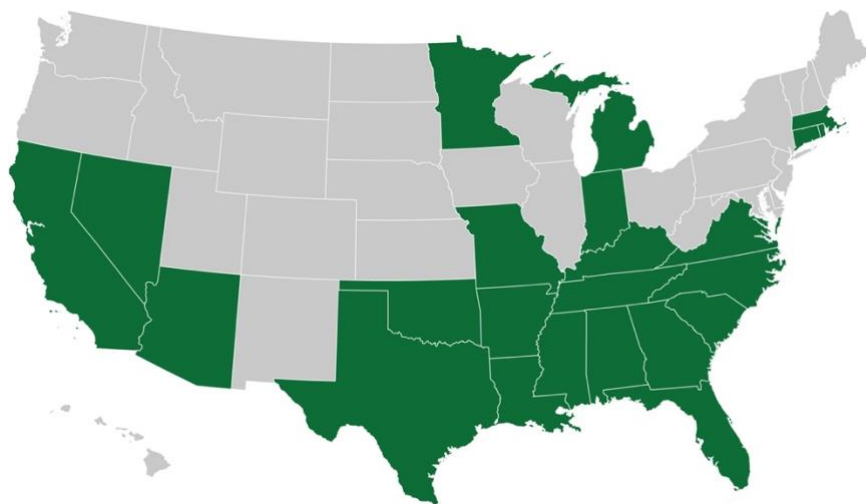
- 1. Affirm that the proposer is a firm properly licensed or otherwise permitted to provide auditing services in Connecticut.**

Tax Management Associates (TMA) (dba Tax Management, Inc.) is fully permitted by the State of Connecticut, as well as twenty-three (23) other states, to perform its services of comprehensive business personal property auditing and consulting. As TMA does not perform appraisals, but instead detailed cost reconciliations of personal property listing statements, it is not required to hold appraisal certifications. This licensing has been approved by the State of Connecticut with TMA’s Connecticut clients including the Cities of Bridgeport, Bristol, Danbury, Hartford, Milford, New Britain, New Haven, Norwich, Stamford, West Haven, and the Towns of Berlin, Bethel, Brookfield, Greenwich, Montville, New London, Rocky Hill, South Windsor, Stratford and Windsor Locks. **TMA has conducted 9,424 audits throughout Connecticut and 1,872 for the City of Stamford.**

- 2. Indicate whether your firm is local, regional, national or international in the scope of its practice.**

Tax Management Associates, Inc. (TMA) has grown into one of the nation’s largest and most experienced providers of revenue enhancement services for state and local government.

For much of its existence, TMA’s core business has revolved around personal property auditing for local jurisdictions. For 43 years, TMA has performed these services for over five hundred (500) state and local government clients in twenty-three (23) states including the State of Connecticut for 19 years. TMA has performed over 285,000 comprehensive personal property audits during its thirty-four (34) years of audit experience. **TMA client states shown below in green.**



3. Indicate the address of your home office.

TMA is based in Charlotte, North Carolina where it maintains its corporate headquarters.

Tax Management Associates, Inc.
5121 Parkway Plaza Blvd.
Charlotte, NC 28217
704.847.1234
www.tma1.com

TMA additionally has branch offices serving Indianapolis, Indiana; Nashville, Tennessee; and Gwinnett, Georgia.

4. Indicate whether your firm has been the subject of any professional disciplinary action (by federal or by state government or by any professional organization) and, if it has been, describe the nature of that action.

Neither TMA nor its employees have been the subject of any disciplinary action by federal government, state government, local government or any other professional organization.

5. Identify any municipal governments for which your firm currently or in the past has provided personal property tax audit services of a type similar to that outlined in this request for proposals.

TMA has performed similar engagements for over 500 clients in twenty-three (23) states. These programs have ranged from a select number of audits to state-wide comprehensive programs.

The following details a sample of our audit clients in Connecticut. Should you require additional references, we will supply them upon request.

Town of Rocky Hill
Stuart Topliff, Assessor
761 Old Main Street
Rocky Hill, CT 06067
(860) 258-2722
stopliff@ci.rocky-hill.ct.us
Audits Performed: 353

Town of Stratford
Donna Otlowski, Assessor
2725 Main Street
Stratford, CT 06615
(203) 385-4025
dotlowski@townofstratford.com
Audits Performed: 794

City of New Britain
Michael Konik, Assessor
27 W. Main Street
New Britain, CT 06051
(860) 826-3323
mkonik@newbritainct.gov
Audits Performed: 366

City of New Haven
Alex Pullen, Assessor
165 Church Street
New Haven, CT 06510
(203) 946-4800
APullen@newhavenct.net
Audits Performed: 491

Town of South Windsor

Mary Huda, Assessor
1540 Sullivan Avenue
South Windsor, CT 06074
(860) 644-2511 ext. 2213
mary.huda@southwindsor.org
Audits Performed: 370

City of West Haven

Ann Marie Gradoia
355 Main Street
West Haven, CT 06516
(203) 937-3515
gradoia@westhaven-ct.gov
Audits Performed: 211

6. *Identify the local office that would handle the City of Stamford's engagement including address and phone number. Identify the partner or other individual in charge of that office. Indicate the total number of professional staff currently assigned to that office. Describe how your firm's personnel assigned to the City of Stamford's engagement would be available throughout the year for consultation or meetings in addition to the on-going auditing services.*

The City of Stamford engagement would be managed by Renato Berisha, Connecticut Regional Manager and our Director of Support Operations, Britta English and Operations Manager Sydney Alvarado out of our Indianapolis office. This team will be in charge of the day to day activities of the project and they will have the full support of all 120 TMA employees in five branch offices. Personnel will include corporate, audit, audit support, and discovery personnel as needed.

TMA Indianapolis
6081 East 82nd Street, Suite 130
Indianapolis, IN 46250
317.841.0309

7. *Identify the clients handled by the local office, including commercial and industrial companies, non-profit organizations and governmental units to which you provide tax related auditing services. For governmental units, please indicate how many years your firm has provided auditing services.*

TMA only serves the interests of state and local government. Since 1987, TMA has never been employed by the private sector. To serve both the public and private sector would be, in our opinion, a conflict of interests. The TMA Indianapolis office handles our Connecticut engagements. TMA Corporate provides oversight for government clients nationwide. TMA has been providing business personal property auditing and consulting services since 1987.

8. *Identify the partners, managers, specialists or other professional staff from (a) the local office and (b) from any other offices in your firm who would be assigned to the City of Stamford engagement. Describe their roles and provide a brief description of their professional experience, including the licenses and memberships these individuals hold. Indicate the extent of their governmental experience within the State of Connecticut (resumes may be*

included).

Although TMA is made up of more than 120 full-time professionals, the following list of key personnel management demonstrates the experience and qualifications of those that will have roles within the City of Stamford Personal Property Audits. Full resumes are available upon request.

Richard H. (Chip) Cooke, Jr. – Chief Executive Officer

Chip Cooke will oversee the project through the scope establishment and contract assignment phase of the engagement. Chip will work with key City personnel to make sure that the engagement is underway according to the City's time schedule and goals. Chip has been with TMA since 1994 and holds an MBA from Wake Forest University.

Tom Tucker – Chief Operations Officer

Tom Tucker is the Chief Operations Officer and has had oversight responsibilities for every TMA audit engagement since 1987. In addition, Tom is an expert auditor who will personally oversee any particularly large or complex audits. Tom holds IAAO's prestigious PPS designation (Personal Property Specialist), one of only a handful in the United States today.

Dale Baker – Deputy Chief Operations Officer

Dale Baker currently oversees all of TMA's existing audit engagements. Dale is a seasoned auditor who may work with TMA field auditors on select engagements requiring his expertise. Dale will oversee the overall project in conjunction with a TMA regional manager.

Renato Berisha – Connecticut Regional Manager

Renato's responsibilities include comprehensive reconciliations of personal property for TMA's Audit Division. Duties also include the training of new audit personnel, handling of complex appeals, and education and training of jurisdiction staff to all aspects of personal property administration and accounting techniques.

Britta English – Director of Support Operations

Britta's responsibilities include management of support personnel for TMA's Audit Support Division. Britta oversees day to day operations within the local Indianapolis office and manages the team responsible for correspondence as part of our Personal Property Audit program methodology. Britta has worked with TMA for 17 years.

- 9. Describe in narrative form your proposed approach to this engagement. As part of your proposed approach, include your recommendations as to the number of accounts within each value range that you feel will maximize the effectiveness of this audit. In addition, describe the prior audit work and experience of your firm, if any, in reviewing filings of public utilities with state and/or local governments.***

Your narrative should include time deadlines by which you would want information from the City; method of transmission of data from the City; quality controls in your firm with regard

to reviewing reports before transmission; and the format of standard reports.

TMA is well versed in the examination of public utility properties. TMA has performed appraisals on utility property as well as full, comprehensive audits on the utility personal property.

Please find our full narrative approach to this engagement within the history, qualifications, and methodology section of this proposal.

10. Indicate your firm's current rate for services as described in the Scope of Services of this Request for Proposals. Only a flat fee for services will be considered, whether a flat fee per audit or an hourly rate. Contingency based fee agreements are not being entertained by the City for this engagement.

Please find TMA's rate schedule for audits within Section IV. Fee Structure of this proposal.

11. Describe the method you would use in charging for any special requests, reports or expanding the scope of work beyond that described in the Scope of Services of this Request for Proposals.

TMA offers many other ancillary services within Business Personal Property including the discovery of non-listing businesses and the audit of public utilities on a fee basis.

12. Provide any additional informational you deem necessary about your firm's proposed charges for this engagement.

No additional pricing clarifications are needed for this engagement.

13. Provide any other information that you believe will assist the City of Stamford in making its selection. Such information may be in the last section of your proposal or may be presented in one or more appendices.

Please see appendix data for information about our audit history, approach, and comprehensive audit plan.

II. TMA History, Qualifications, and Methodology

A. History

Founded in 1979, Tax Management Associates, Inc. (TMA) has grown into one of the nation's largest and most experienced providers of revenue enhancement services for state and local government. For much of its existence, TMA's core business has revolved around personal property auditing for local jurisdictions. For over 30 years, TMA has performed these services for over five hundred (500) state and local government clients in twenty-three (23) states including the State of Connecticut for nineteen (19) years.

These comprehensive cost reconciliations and site visits have not only created equity and uniformity in the tax base, but have also returned over \$68 billion in unreported or underreported taxable personal property value to local grand lists. This equates to roughly \$900 million in additional funds for state and local governments. To date, TMA has completed 1,856 business personal property audits and returned

over \$738 million in unreported or underreported taxable personal property value to the City of Stamford. All of these audits have been performed with an appeal level of less than one half of one percent (<.5%).

TMA's audit programs have spanned jurisdictions with needs of several hundred audits per year to several thousand audits per year. TMA auditors perform over 3,000 audits per month for state and local jurisdictions. TMA has been trusted to run state-wide audit programs in both the State of Michigan and the Commonwealth of Kentucky; both administered by the applicable State Department of Revenue or Treasury. Due to these successes, TMA has become the largest audit firm of its type in the United States today.

In addition to Personal Property Audits, TMA also performs the following services:

Our Services:

- Homestead Exemption Audits
- Discovery & Valuation of Non-Reporting Businesses
- Public Utility Audits, Appraisals on Locally Assessed Properties
- Sales and Use Tax Audits
- Gross Receipts Audits
- Franchise and License Fee Audits
- Short Term Rental Tax Audits
- Hotel/Motel Occupancy Audits
- Special Ad Valorem Projects
- Customized Software Solutions

Staffing & Project Standards

TMA's staff of over 120 includes more than 50 full time auditors who are backed by support staff and a management team. Our auditors are considered the most experienced and professional in the nation.

It is the policy of Tax Management Associates (TMA) not to discriminate against any employee or applicant for employment because of his or her race, color, religion, age, marital status, sex, sexual orientation, gender identity, national origin, ancestry, disability, or because he or she is a protected veteran. The directors of TMA are committed to the principles of Affirmative Action and Equal Employment Opportunity and have developed a written Affirmative Action Program to ensure dissemination, implementation, and adherence to policies, practices, and procedures throughout all levels of the company. We are committed to attracting, retaining, and developing the best people from a diverse pool of applicants.

TMA conducts an on-site inspection of the business property and also travels to the taxpayer's corporate headquarters or place of records when necessary to ensure the highest level of quality service. This gives our auditors the chance to sit down with taxpayers, discuss the relevant issues, educate in local statutes and ultimately resolve any outstanding issues. By meeting face to face with taxpayers, TMA may assure the jurisdiction that its taxpayers are treated with dignity and respect during the entire process. In addition to the audit and consulting staff, TMA has a fully staffed call center to assist in TMA's Audit Discovery Services. This group uses the latest technology and Voice Over Internet Protocol (VOIP) phone systems to provide a level of taxpayer service second to none.

Public Relations

TMA prides itself on its comprehensive public relations program and the professional manner in which TMA treats the individual taxpayer. Public relations are eighty percent (80%) of our business, and we dedicate ourselves to being the client's number one ambassador. TMA's objective has always been to deliver a successful revenue enhancement project that the jurisdiction can be proud of when communicating with its constituents and peers. TMA understands that interactions with taxpayers need to be professional and courteous, while also achieving the goals of the project. TMA has the know-how to successfully manage these taxpayer interactions and strives to create a positive experience at every opportunity. Our goal is to always remain understanding while educating the taxpayer about the applicable tax requirements, helping them complete the process and conducting an exit interview with the taxpayer to reconcile findings.

B. Project Approach

TMA has been providing professional services regarding the management of Business Personal Property Compliance Programs and the performance of tasks comparable with the requirements of the City of Stamford since 1987. During this period, we have continued to improve our management skills, tasks, performance and methodology in order to effectively and economically meet the desired goals and objectives of our clients. A primary reason for our continued success is our organizational structure. TMA has more than sufficient staff with variable expertise and experience to manage a program of this nature for any size jurisdiction without any fear of timely delays or interruptions that could cause economic losses or damages to the contracted jurisdiction.

TMA contends that one of the most important pieces of a personal property audit program is public relations. The performance of audits can be very sensitive and may result in controversial issues. Taxpayers deserve and expect to be treated with a high level of respect and integrity. In this regard, it is TMA's goal to employ individuals, including support staff, who possess quality communication and public relation skills. Our support staff also contributes substantially to TMA's success. These individuals interact daily with the Assessor's staff for various purposes. They are also the primary contact with taxpayers and their representatives, responding to taxpayers' questions and concerns by telephone, written correspondence or personal contact.

TMA is unique in its field as it serves only local and state government entities and does not offer its services to the private sector. With minor exceptions, TMA does not subcontract any of its services or use part-time employees for the performance of its contracts. Due to the sensitive nature of our services, we feel it is essential not to represent both the private and public sector in order to avoid potential conflicts of interest.

C. TMA Narrative Description of Audit Understanding

The following narrative describes TMA's understanding of the Scope of Services requested as provided by the City of Stamford Request for Proposal.

TMA'S COMPREHENSIVE BUSINESS PERSONAL PROPERTY AUDIT SERVICES

Tax Management Associates, Inc. (TMA) understands the company will perform audits of the City of Stamford businesses selected by the City Assessor.

The following describes in detail how TMA's Business Personal Property Audit Services will be performed in the City of Stamford.

Following the award of bid and execution of a contract to perform audit services, TMA will conduct a kickoff meeting send the appropriate staff to accumulate data pertinent to the assigned audits.

Audit assignments will be determined by the Assessor. Upon a determination of audit assignments, the Assessor will be responsible for providing to the auditor copies of the personal property schedules, forms and other pertinent file data applicable to the years under audit. TMA maintains a database of all audit activity which will provide the Assessor a real time detailed status report reflecting each audit assignment as well as project details.

TMA staff will prepare all necessary documents, letters, forms and notices in connection with scheduling audits and audit findings. All letters and notices to taxpayers will be approved and signed by the Assessor or authorized representative prior to sending to the taxpayer.

COMPREHENSIVE PERSONAL PROPERTY AUDIT TECHNIQUE

Over the years of providing Business Personal Property Auditing and Consulting Services to state and local government, TMA has established a sound methodology for completing an individual audit assigned to it by the contracting jurisdiction. The steps below give detail to the actual process of initiating a personal property audit. This is the same process regardless of the size of the taxpayer in question.

1. Notify the Taxpayer

TMA will prepare a form letter to be mailed to the assigned account. This letter will be forwarded to the City for proper signature and for mailing. This letter informs the taxpayer of an intended audit and advises the taxpayer that a TMA representative will be making contact for scheduling the audit date.

2. Make initial contact with the Taxpayer

A TMA representative will contact the taxpayer by telephone to determine the individual with whom the auditor should be speaking regarding the scheduling of an audit appointment and the place at which the financial accounting records are located.

Once the proper individual and the place at which the accounting records are located are determined, the TMA representative will consult with the applicable party to determine an appointment date and to respond to questions. At this time, discussions will usually relate to the type of financial documentation that will be required for audit completion. TMA places emphasis on cooperating with taxpayers and scheduling audit appointments at the convenience of the taxpayer, provided the elapsed time is within reason.

3. Prepare Confirmation Letter

Once the appointment has been made by phone, TMA creates a letter to the taxpayer to confirm the appointment date and time. This letter also notifies the Assessor of the scheduled audit, the name of the auditor and the place at which the audit will be performed. The letter is created on the Assessor's letterhead for authorized signature.

4. Audit Performance

According to internal TMA audit rules, it is imperative that the auditor arrives on time as scheduled, dressed appropriately, and prepared to perform the audit. Any delay should promptly be communicated to the taxpayer and the project manager and the reason for delay adequately explained.

Upon arrival, the auditor usually has a meeting with the taxpayer and/or his/her representatives, to explain TMA's relationship with the City Assessor. The auditor also utilizes this time to ask questions regarding their accounting records and accounting policies. If applicable, a walk-through of the facility where the personal property is located may take place at this time. Notes will be taken regarding observations throughout the walk-through.

TMA procedures for the performance of comprehensive audits consist of a detailed review of taxpayer's accounting records at the place at which the taxpayer's accounting records are located and meeting with the property owner or representative to discuss the audit. TMA will conduct audits in accordance with applicable laws, rules, regulations, and professional standards.

Applicable books and records include, but are not limited, to the following:

- Chart of Accounts
- Corporate Trial Balance
- Income Tax Return Schedules
- Review Proper application of the Statutory Exemption, if applicable
- Corporate General Ledger of all fixed asset accounts, including but not limited to:
 - Land and land improvements
 - Building and improvements
 - Machinery and equipment
 - Office furniture and fixtures
 - Data processing equipment
 - Leased equipment
 - Licensed and non-licensed motor vehicles
 - Construction-in-progress (real and personal)
 - Leasehold improvements
 - Tooling
 - Supplies
 - Repair and refurbishments
 - Other assets accounts described by Chart of Accounts

The auditor will review application of additional depreciation where applicable, review property application of statutory exemption, review construction in progress, and reporting review of rebooked costs.

The audit will result in a proper classification between real and personal property assets, a determination of assets qualifying for exempt status, the determination of the full-absorbed cost of assets, proper years of acquisition and proper classification for appraisal purposes.

Each auditor will be provided a laptop computer to capture all applicable data derived from the audit. Templates will be developed for use in computing valuations by asset classes for each year under audit and for preparing audit reports in compliance with the requirements of the Assessor.

The taxpayer, or knowledgeable business representative, usually participates in the verification of information contained in their listings as the auditor moves forward with the audit. The auditor will request additional information if needed, and respond to any questions the taxpayer may have regarding the findings.

The taxpayer is also advised that a complete summary of the findings will be forwarded along with any proposed assessment.

5. Prepare Audit Report for Assessor

Upon the auditor's return to their workplace, a report, inclusive of checklists and details, is prepared for the project manager for review and approval. This summary will contain a breakdown of all business assets by year and proper schedule classification.

Upon approval, a letter that fully explains the audit findings is prepared and forwarded to the City Assessor. This letter is considered a "Position Letter." The Assessor, or authorized staff person, reviews the findings and is responsible for final determination prior to any notice being mailed to the taxpayer. If there are adjustments needed, the auditors will be advised and will respond accordingly. Upon approval, the letter is initialed and returned to TMA for the final draft of notice to the taxpayer.

TMA will also include property location changes, impending property location change, when applicable, or other business changes such as impending close. This information will be submitted to the Assessor when received by TMA in order to adequately document changes in property.

6. Prepare Notice of Audit findings for taxpayer

Upon completion of final audit findings as approved by Assessor, a notice will be prepared for mailing to the taxpayer. This notice will be prepared on the Assessor's letterhead and signed by the Assessor or authorized representative. This letter represents a detailed analysis of the audit findings and defines the errors or omissions causing any proposed additional assessments by classes of assets.

In addition, the taxpayer is advised of the appeal procedures to be followed if an exception is taken to the findings or proposed assessment. TMA defends its audit findings throughout all appeal processes.

7. Audit Follow-up

If the taxpayer files an exception to the audit findings, the auditor will review any claim or documentation the taxpayer provides to support a change in the audit findings including an updated review of the accounting records to verify additional data. The auditor will adjust the audit findings accordingly if justified and approved by the Assessor. It is rare for any assessment generated from a TMA audit to be appealed further than the administrative level.

8. On-site Reviews

It is TMA's practice to conduct a walk-through of the facility where the audited personal property is located whether or not required by contract. This process will be performed on all field audits performed by TMA audit staff.

9. Defense of Audit Findings

As directed by the Assessor, TMA will provide the Assessor’s Office or its legal counsel, representation and/or testimony on behalf of the Assessor’s Office as an expert witness during appeals and/or litigation regarding the audit findings.

III. Accounts for Audit

TMA specializes in complex audits on accounts with generally \$50,000 in true cash value or greater. From our experience, these accounts make up roughly 20% to 25% of the total number of accounts within the jurisdiction but deliver between 80% and 90% of the total business personal property value. TMA recommends that audits be completed on every account greater than \$50,000 with a select number below that threshold as the Assessor may direct later. From the account profile delivered in this proposal, the expected number of accounts would be about 1,087. According to the RFP, the following accounts are located within the City of Stamford.

Class	Value Range	Expected Accounts
1	Less than \$50,000	3,305
2	\$50,000 - \$499,999	860
3	\$500,000 - \$999,999	97
4	\$1,000,000 - \$4,999,999	104
5	\$5,000,000 - \$19,999,999	20
6	\$20,000,000 and Greater	6
Totals		4,392

TMA recommends a comprehensive audit on classes 2 through 6 with select audits performed on Class 1. TMA prefers to train existing staff in the audit process of these smaller accounts as it is not cost efficient to have a professional third party engaged in these smaller audits.

The number of accounts performed in a given year will be determined by the Assessor’s budget for services and desired time for completion. TMA understands the term for this agreement would be as stated in the RFP for a term of three (3) years with the City’s right to extend for an additional two (2) one year periods.

IV. Fee Structure

Comprehensive Field Audits - Per Audit Fee

The following per audit fees, based on the individual account class, will be invoiced for each audit assigned to TMA. No additional fees will be applicable regardless of the man hours required to complete the audit or defend the audit through the appeals process. All fees are inclusive of travel and related expenses. Account class will be determined by the Assessor prior to the commencement of the audit.

Class	Value Range	Fee Per Audit
S	Less than \$50,000	\$550
A	\$50,000 - \$399,999	\$750
B	\$400,000 - \$999,999	\$1,500
C	\$1,000,000 - \$4,999,999	\$2,400
D	\$5,000,000 - \$9,999,999	\$6,200
D3	\$10,000,000 and Greater	\$10,000

V. Attachments

A. Required Forms

Contractor's Statement

Pursuant to Section 103.1 of the Stamford Code of Ordinances, I hereby provide the following:

If a joint venture, trustee, partnership, limited liability company or partnership, the names and addresses of all joint ventures, beneficiaries, partners or members:

If a corporation, the names and addresses of all officers, and the names and addresses of all parties owning over 10% of its common stock or over 10% of its preferred stocks. If any of said stockholders is a holding corporation, the names and addresses of all persons owning a beneficial interest in over 10% if the common or preferred stock of said holding company.

Richard H. (Chip) Cooke, Jr.
Chief Executive Officer, Owner
5121 Parkway Plaza Blvd Charlotte, NC 28217
Tax Management Associates, Inc.

The names and positions of all persons listed hereinabove who are elected or appointed officers or employees of the City of Stamford.

Name of Bidder/Proposer: Richard H. Cooke, Jr.

Signature of Bidder/Proposer: 

Title: CEO

Company Name: Tax Management Associates, Inc.

Address: 5121 Parkway Plaza Blvd. Charlotte, NC 28217

Indicate if company submitting this proposal is: _____ MBE _____ WBE _____ DBE

Non-Collusion Affidavit

The undersigned, having been duly sworn, affirms and says that to the best of his/her knowledge and belief:

1. The prices in this Proposal have been arrived at independently without collusion, consultation, communication, or agreement with any other Proposer or with any competitor for the purpose of restricting competition.
2. Unless otherwise required by law, the prices, which have been quoted in this Proposal, have not been knowingly disclosed by the Proposer and will not knowingly be disclosed by the Proposer prior to opening, directly or indirectly, to any other Proposer or to any competitor.
3. No attempt has been made or will be made by the Proposer to induce any other person, partnership or corporation to submit or not to submit a Proposal for the purpose of restricting competition.

Name of Proposer: Tax Management Associates, Inc.
By: [Signature]
Print Name: Richard H. Cook, Jr.
Title: CEO

ACKNOWLEDGMENT

STATE OF North Carolina
COUNTY OF Mecklenburg ss. _____
Date: 11/30/22

Personally appeared Richard H. Cook, Jr. as CEO
of the above named firm, and attested that the foregoing statements are true and accurate to the best of his/her knowledge and belief.

JENNIFER M DIXON
NOTARY PUBLIC
Mecklenburg County
North Carolina
My Commission Expires Oct. 17, 2027

[Signature]
Signature of Notary Public
My Commission Expires: Oct. 17, 2027

EFFECTIVE: 2/24/09

City of Stamford
State of Connecticut Contractor Verification (in accordance with Public Act 16-67)

Compliance Affidavit

I, the undersigned, personally and on behalf of Tax Management Associates, Inc.
(Contractor)
been duly sworn, affirm and say that I have read, understand and am in compliance with Public Act 16-67 Concerning the Disclosure of Certain Education Personnel Records, Criminal Penalties for Threatening in Educational Settings and the Exclusion of a Minor's Name from Summary Process Complaints, and that neither I nor said Contractor, to the best of my knowledge, is in possession of any information indicating a finding of abuse or neglect or sexual misconduct, or otherwise have knowledge of such a condition(s) for any employees working on the project identified in RFQ/RFP or Bid S- 890. Further, if I or said Contractor (RFQ/RFP or Bid Number) become aware of any information indicating such a finding, or otherwise gain knowledge of such a condition, I and/or said Contractor will immediately forward such information to the City of Stamford.

Contractor Name: Tax Management Associates, Inc.
Street Address: 5121 Parkway Plaza Blvd.
City, State, Zip: Charlotte, NC 28217
Title of person completing this form: CEO
Signature: [Signature]
Printed Name: Richard H. Cook, Jr.
Date: 11/30/22

ACKNOWLEDGMENT

STATE OF NORTH CAROLINA
COUNTY OF MECKLENBURG ss. _____
Date: 11/30/22

Personally appeared Richard H. Cook, Jr., as CEO
of the above named Contractor, and attested that the foregoing statements are true and accurate to the best of his/her knowledge and belief on behalf of himself and said Contractor.

JENNIFER M DIXON
NOTARY PUBLIC
Mecklenburg County
North Carolina
My Commission Expires Oct. 17, 2027

[Signature]
Signature of Notary Public
My Commission Expires: Oct. 17, 2022

CERTIFICATE OF CORPORATE RESOLUTION
RFQ/RFP

I, Jenniter Casali, SECRETARY OF Tax Management Associates, Inc.
A CORPORATION EXISTING UNDER THE LAWS OF THE STATE OF North Carolina, DO
HEREBY CERTIFY THAT THE FOLLOWING IS A TRUE COPY OF CERTAIN RESOLUTIONS
ADOPTED BY THE BOARD OF DIRECTORS OF SAID COMPANY, AT A MEETING THEREOF
DULY CALLED AND HELD ON THE 1st DAY OF JUNE, 20 22.

"RESOLVED, THAT THE Chief Executive Officer
OF THE CORPORATION BE AND IS HEREBY AUTHORIZED TO SIGN
A CONTRACT WITH THE CITY OF STAMFORD, CONNECTICUT FOR
Personal Property Tax Audits, RFP/RFQ No. 890."

I, FURTHER CERTIFY THAT, Richard H. "Chip" Coole, Jr. IS THE DULY
ELECTED CEO OF Tax Management Associates, Inc.
AND THE FOREGOING RESOLUTION HAS NOT BEEN MODIFIED OR REPEALED AND IS
IN FULL FORCE AND EFFECT.

IN WITNESS WHEREOF, I HAVE, HEREUNTO, SUBSCRIBED BY NAME AND AFFIXED
THE SEAL OF SAID CORPORATION THE 30 DAY OF November, 20 22.



J. Casali
SECRETARY

PROPOSER'S INFORMATION AND ACKNOWLEDGEMENT FORM

RFP No: 890

Date: 11/30/2022

Proposer's Name: Tax Management Associates, Inc.

Street Address: 5121 Parkway Plaza Blvd.

Charlotte NC 28217
City State Zip

Business Telephone: 704.847.1234

Email: Ryan.Hunter@tma1.com

Unique Entity ID: _____ Tax Id. No.: 56-1507131

Indicate (Yes/No) if company submitting this proposal is:

_____ MBE _____ WBE _____ DBE
(If yes, attach relevant certification)

Signature: [Signature] Date: 11/30/22

Printed Name: Richard H. Cooke, Jr.

Title: CEO

Addenda Acknowledgement – check and note date of addendum

<input type="checkbox"/> Addenda No. 1	<input type="checkbox"/> Addenda No. 2
<input type="checkbox"/> Addenda No. 3	<input type="checkbox"/> Addenda No. 4
<input type="checkbox"/> Addenda No. 5	<input type="checkbox"/> Addenda No. 6
<input type="checkbox"/> Addenda No. 7	<input type="checkbox"/> Addenda No. 8
<input type="checkbox"/> Addenda No. 9	<input type="checkbox"/> Addenda No. 10
<input type="checkbox"/> Addenda No. 11	<input type="checkbox"/> Addenda No. 12

Form W-9 (Rev. November 2017) Department of the Treasury Internal Revenue Service	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.
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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. TAX MANAGEMENT ASSOCIATES, INC. 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.	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) _____ <i>(Applies to accounts maintained outside the U.S.)</i>
5 Address (number, street, and apt. or suite no.) See instructions.	Requester's name and address (optional)
6 City, state, and ZIP code	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									
5	6	-	1	5	0	7	1	3	1

Part II Certification

Under penalties of perjury, I certify that:

- 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
- 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
- I am a U.S. citizen or other U.S. person (defined below); and
- 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 ► <i>Amber Short</i>	Date ► 6/1/2022
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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.



3) Definition of Racial and Ethnic Terms (as used in Part IV Bidder Employment Information) (Page 3)

<p><u>White</u> (not of Hispanic Origin)-All persons having origins in any of the original peoples of Europe, North Africa, or the Middle East.</p> <p><u>Black</u> (not of Hispanic Origin)-All persons having origins in any of the Black racial groups of Africa.</p> <p><u>Hispanic</u>- All persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race.</p>	<p><u>Asian or Pacific Islander</u>- All persons having origins in any of the original peoples of the Far East, Southeast Asia, the Indian subcontinent, or the Pacific Islands. This area includes China, India, Japan, Korea, the Philippine Islands, and Samoa.</p> <p><u>American Indian or Alaskan Native</u>- All persons having origins in any of the original peoples of North America, and who maintain cultural identification through tribal affiliation or community recognition.</p>
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BIDDER CONTRACT COMPLIANCE MONITORING REPORT

PART 1 – Bidder Information

<p>Company Name: Tax Management Associates, Inc. Street Address: 5121 Parkway Plaza Blvd City & State: Charlotte, NC 28217 Chief Executive: Richard H. Cooke, Jr.</p>	<p>Bidder Federal Employer Identification Number: 56-1507131 Or Social Security Number:</p>
<p>Major Business Activity: Tax Management Associates, Inc. (TMA) assists state and local taxing officials with administering ad valorem taxation processes and revenue enhancement initiatives.</p>	<p>Bidder Identification (response optional/definitions on page 1)</p> <p>-Bidder is a small contractor? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/></p> <p>-Bidder is a minority business enterprise? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/></p> <p>(If yes, check ownership category)</p> <p>Black <input type="checkbox"/> Hispanic <input type="checkbox"/> Asian American <input type="checkbox"/></p> <p>American Indian/Alaskan Native <input type="checkbox"/> Iberian Peninsula <input type="checkbox"/></p> <p>Individual(s) with a Physical Disability <input type="checkbox"/> Female <input type="checkbox"/></p> <p>-Bidder is certified as above by State of CT? Yes <input type="checkbox"/> No <input type="checkbox"/></p>
<p>Bidder Parent Company: N/A (If any)</p>	
<p>Other Locations in CT: N/A (If any)</p>	

PART II - Bidder Nondiscrimination Policies and Procedures

<p>1. Does your company have a written Affirmative Action/Equal Employment Opportunity statement posted on company bulletin boards? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p>	<p>7. Do all of your company contracts and purchase orders contain non-discrimination statements as required by Sections 4a-60 & 4a-60a Conn. Gen. Stat.? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/></p>
<p>2. Does your company have the state-mandated sexual harassment prevention in the workplace policy posted on company bulletin boards? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p>	<p>8. Do you, upon request, provide reasonable accommodation to employees, or applicants for employment, who have physical or mental disability? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p>
<p>3. Do you notify all recruitment sources in writing of your company's Affirmative Action/Equal Employment Opportunity employment policy? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p>	<p>9. Does your company have a mandatory retirement age for all employees? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/></p>
<p>4. Do your company advertisements contain a written statement that you are an Affirmative Action/Equal Opportunity Employer? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p>	<p>10. If your company has 50 or more employees, have you provided at least two (2) hours of sexual harassment training to all of your supervisors? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/></p>
<p>5. Do you notify the Ct. State Employment Service of all employment openings with your company? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p>	<p>11. If your company has apprenticeship programs, do they meet the Affirmative Action/Equal Employment Opportunity requirements of the apprenticeship standards of the Ct. Dept. of Labor? Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input checked="" type="checkbox"/></p>
<p>6. Does your company have a collective bargaining agreement with workers? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/></p> <p>6a. If yes, do the collective bargaining agreements contain non-discrimination clauses covering all workers? Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>6b. Have you notified each union in writing of your commitments under the nondiscrimination requirements of contracts with the state of CT? Yes <input type="checkbox"/> No <input type="checkbox"/></p>	<p>12. Does your company have a written affirmative action Plan? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> If no, please explain.</p> <p>13. Is there a person in your company who is responsible for equal employment opportunity? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> If yes, give name and phone number: Scott Smith 704-814-7605</p>

Part III - Bidder Subcontracting Practices

(Page 4)

1. Will the work of this contract include subcontractors or suppliers? Yes No

1a. If yes, please list all subcontractors and suppliers and report if they are a small contractor and/or a minority business enterprise. (defined on page 1 / use additional sheet if necessary)

1b. Will the work of this contract require additional subcontractors or suppliers other than those identified in 1a. above? Yes No

PART IV - Bidder Employment Information

Date: 11/30/2022

JOB CATEGORY *	OVERALL TOTALS	WHITE (not of Hispanic origin)		BLACK (not of Hispanic origin)		HISPANIC		ASIAN or PACIFIC ISLANDER		AMERICAN INDIAN or ALASKAN NATIVE	
		Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
Management	26	8	14		2			1	1		
Business & Financial Ops	46	16	19	4	3		1	1	2		
Marketing & Sales	10	5	5								
Legal Occupations											
Computer Specialists											
Architecture/Engineering											
Office & Admin Support	42	4	25	1	8	1	1				2
Bldg/ Grounds Cleaning/Maintenance											
Construction & Extraction											
Installation, Maintenance & Repair											
Material Moving Workers											
Production Occupations											
TOTALS ABOVE	124	33	63	5	13	1	2		3		2
Total One Year Ago	148	43	74	8	11	1	3	3	4		1
FORMAL ON THE JOB TRAINEES (ENTER FIGURES FOR THE SAME CATEGORIES AS ARE SHOWN ABOVE)											
Apprentices	0	0	0	0	0	0	0	0	0	0	0
Trainees	0	0	0	0	0	0	0	0	0	0	0

*NOTE: JOB CATEGORIES CAN BE CHANGED OR ADDED TO (EX. SALES CAN BE ADDED OR REPLACE A CATEGORY NOT USED IN YOUR COMPANY)

PART V - Bidder Hiring and Recruitment Practices

(Page 5)

1. Which of the following recruitment sources are used by you? (Check yes or no, and report percent used)				2. Check (X) any of the below listed requirements that you use as a hiring qualification		3. Describe below any other practices or actions that you take which show that you hire, train, and promote employees without discrimination Partnered with Warriors to Work to recruit veterans. Attended Recruit Military JobFair Met with Local Job Network representatives regarding outreach. Attended Affirmative Action Hot Topics and Trends training at Catapult Employers Association Attended Enable America quarterly meetings
SOURCE	YES	NO	% of applicants provided by source	(X)		
State Employment Service	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Unknown	N/A	Work Experience	
Private Employment Agencies	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Unknown	x	Ability to Speak or Write English	
Schools and Colleges	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Unknown	N/A	Written Tests	
Newspaper Advertisement	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Unknown	N/A	High School Diploma	
Walk Ins	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Unknown	N/A	College Degree	
Present Employees	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Unknown	N/A	Union Membership	
Labor Organizations	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Unknown	N/A	Personal Recommendation	
Minority/Community Organizations	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Unknown	N/A	Height or Weight	
Others (please identify)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Unknown	N/A	Car Ownership	
Job boards	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Unknown	N/A	Arrest Record	
	<input type="checkbox"/>	<input type="checkbox"/>		N/A	Wage Garnishments	

Certification (Read this form and check your statements on it CAREFULLY before signing). I certify that the statements made by me on this BIDDER CONTRACT COMPLIANCE MONITORING REPORT are complete and true to the best of my knowledge and belief, and are made in good faith. I understand that if I knowingly make any misstatements of facts, I am subject to be declared in non-compliance with Section 4a-60, 4a-60a, and related sections of the CONN. GEN. STAT.

(Signature) Scott Smith <i>Scott Smith</i>	(Title) Director of Human Resources	(Date Signed) 11/30/2022	(Telephone) 704-814-7605
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B. Certificate of Insurance



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
11/23/2022

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 A Marsh & McLennan Agency LLC Company 5605 Carnegie Blvd, Suite 300 Charlotte NC 28209	CONTACT NAME: Email or Fax PHONE: _____ (A/C No. Ext): _____ FAX (A/C No): 704-365-6214 E-MAIL ADDRESS: certificates@MarshMMA.com													
	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">INSURER(S) AFFORDING COVERAGE</th> <th style="text-align: left;">NAIC #</th> </tr> </thead> <tbody> <tr> <td>INSURER A : Allmerica Financial Benefit Insurance</td> <td>41840</td> </tr> <tr> <td>INSURER B : Massachusetts Bay Insurance Company</td> <td>22306</td> </tr> <tr> <td>INSURER C : ACE American Insurance Company</td> <td>22667</td> </tr> <tr> <td>INSURER D : Hanover American Insurance Company</td> <td>36064</td> </tr> <tr> <td>INSURER E :</td> <td></td> </tr> <tr> <td>INSURER F :</td> <td></td> </tr> </tbody> </table>	INSURER(S) AFFORDING COVERAGE	NAIC #	INSURER A : Allmerica Financial Benefit Insurance	41840	INSURER B : Massachusetts Bay Insurance Company	22306	INSURER C : ACE American Insurance Company	22667	INSURER D : Hanover American Insurance Company	36064	INSURER E :		INSURER F :
INSURER(S) AFFORDING COVERAGE	NAIC #													
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INSURER C : ACE American Insurance Company	22667													
INSURER D : Hanover American Insurance Company	36064													
INSURER E :														
INSURER F :														

INSURED Tax Management Associates Inc. 5121 Parkway Plaza Blvd. Charlotte NC 28217	TAXMANAGE
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COVERAGES	CERTIFICATE NUMBER: 1665666230	REVISION NUMBER:
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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	ADDITIONAL INSURED	SUBROGATION	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS								
B	COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input checked="" type="checkbox"/> LOC OTHER:	Y	Y	OD6A77605707	11/15/2022	11/15/2023	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 \$								
A	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY	Y	Y	AW6A77554107	11/15/2022	11/15/2023	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$								
	UMBRELLA LIAB <input type="checkbox"/> EXCESS LIAB OCCUR <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$								
D	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/A	WZ6A76881607	11/15/2022	11/15/2023	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td>PER STATUTE</td> <td>OTH-ER</td> </tr> <tr> <td>E.L. EACH ACCIDENT</td> <td>\$ 1,000,000</td> </tr> <tr> <td>E.L. DISEASE - EA EMPLOYEE</td> <td>\$ 1,000,000</td> </tr> <tr> <td>E.L. DISEASE - POLICY LIMIT</td> <td>\$ 1,000,000</td> </tr> </table>	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
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														
C	Professional Liab Claims Made Retro Date 12/30/1997			D98302165001	11/25/2022	11/15/2023	\$5,000,000 \$25,000 each claim Deductible								

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
 Professional Liability insurance policy: The insurance company with which this coverage has been placed is not licensed by the State of North Carolina and is not subject to its supervision. In the event of the insolvency of the insurance company, losses under this policy will not be paid by any State insurance guarantee or solvency fund.
 Professional Liability expired policy was extended to expire 11/25/2022.
 City of Stamford and its employees, agents and officers are included as Additional Insureds under the General Liability and Automobile Liability policies. A Waiver of Subrogation applies in favor of the Certificate Holder for work performed by the insured for General Liability, Automobile Liability, and Worker's Compensation and the insurance applies on a primary and non-contributory basis. Certificate holder will be provided 30 days prior written notice in the event of cancellation, except for cancellation for non-payment of premium, of the General Liability, Automobile Liability, and Worker's Compensation policies.

CERTIFICATE HOLDER	CANCELLATION
City of Stamford Assessor 888 Washington Blvd. Stamford CT 06904	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 