



**CITY OF BRISTOL
OFFICE OF THE COMPTROLLER**

To: Purchasing Committee Members
From: Roger Rousseau, Purchasing Agent
Date: September 20, 2010
Re: Purchasing Committee Meeting- September 28, 2010

A meeting of the Purchasing Committee of the Board of Finance will be held on September 28, 2010 at 6:00 p.m. in the 1st Floor Meeting Room of City Hall.

Agenda

1. Review development of guidelines for provision of personal services by individuals and take any action as necessary.
2. Adjournment.

Per Order of the Chairman
Paul Tonon

cc: Mayor Arthur J. Ward
Rich Miecznikowski, Chairman of the Board of Finance



City of Bristol, Connecticut Guidelines for Provision of Personal Services

General Guidelines

In accordance with United States Department of Labor guidelines, the City of Bristol is required to make appropriate classification of services provided by individuals. Effective upon issuance of this policy, any Department seeking to engage the services of an individual as an independent contractor is required to confirm proper classification of said services, prior to the provision of any services. Said classification shall be confirmed via the completion of Form PUR-009 Employee/Independent Contractor Checklist.

A secondary copy of the Employee/Independent Contractor Classification Form must be sent to the Personnel Department, in the event that proposed services are intended to be provided by an existing employee.

Process as an Employee

If it is determined that an individual providing service is considered to be an employee, the said individual will be classified as an employee and will be paid through the payroll system, and will be subject to applicable federal and state withholdings. The individual will be required to complete the necessary forms which include a W-4 for federal tax and a CT W-4 form prior to payment of services.

Process as a Contractor

If it is determined that the individual is considered an independent contractor, the individual will be paid through Accounts Payable by way of the normal processing of vendor payments. Please note that prior to provision of services, the independent contractor must execute a statement indicating that 1) the individual understands and accepts that he/she is acting as an independent contractor, and that 2) the individual understands and accepts that no claim for injury may be filed against the City under the Workers' Compensation Act. Said statement shall be confirmed via the completion of Form PUR-010 Confirmation of Independent Contractor Status, which shall be completed prior to the provision of any services. The individual may additionally be required to complete a W-9 Request For Taxpayer Identification form.

Insurance Requirements

If the independent contractor is expected to perform services for an extended period of time (one month or greater), and is expected to receive compensation in excess of \$5,000.00, the contractor is required to provide a certificate of insurance, naming the City as additionally insured, showing general commercial liability in amounts of \$1,000,000.00 (combined single limit) Bodily Injury-Property Damage Coverage per occurrence, and \$2,000,000.00 aggregate coverage.

If the independent contractor is expected to perform services involving the use of an automobile, the contractor is required to provide a certificate of insurance, naming the City as additionally insured, showing automobile coverage in the amount of \$1,000,000.00.

Conflicts of Interest

Any individual, corporation or other business entity in which the requester may have a financial interest is specifically precluded from engaging in any contract or service under these provisions.

Municipal employees may not execute a contract on behalf of the City with an immediate family member. Such action may be in violation of the City of Bristol Code of Ethics as defined in Section 55 of the Bristol Charter as well as Section 10 of the Personnel Policies and Procedures, and may be subject to an investigation.

No City employee shall be compensated for services rendered to more than one City department unless the authority of each department certifies that the duties performed are dissimilar from the department of principal employment, that the hours worked at each department are documented and reviewed to preclude duplicate payment, and that no conflicts of interest exist between services performed.