

MUNICIPAL BUILDING,  
245 DEKOVEN DRIVE  
MIDDLETOWN, CT 06457



**CITY OF MIDDLETOWN**

**REQUEST FOR PROPOSALS**

**Lead Organizer for Middletown Pride**

**Proposals due: Friday, December 13, 2024 by 3:00 PM**

**QUESTIONS: Please contact Christopher Forte, staff to the LGBTQIA2S+ Commission, at  
Christopher.Forte@middletownct.gov.**

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**REQUEST FOR PROPOSALS  
MIDDLETOWN, CONNECTICUT**

Sealed proposals, addressed to the Supervisor of Purchases, City of Middletown, Room 112, Municipal Building, Middletown, Connecticut, 06457 will be received until **Friday, December 13, 2024 by 3:00 PM** for the following:

**Lead Organizer for Middletown Pride**

Middletown Pride is a partnership between the City of Middletown, the Middlesex County Chamber of Commerce, Wesleyan University, the Russell Library, and Middlesex Health. Middletown Pride offers three year round programs, and holds its flagship event, Middletown PrideFEST, on the first Saturday of June each year. Middletown PrideFEST is the largest Pride event in the State of Connecticut, attracting 35,000 people to downtown Middletown. The City of Middletown is accepting proposals from an individual and/or organization to step into the Lead Organizer role to run, operate, coordinate, and manage, and fundraise all three programs, and to coordinate, manage, organize, run and produce Middletown PrideFEST 2025.

Proposal Packages may be **downloaded free of charge on the City of Middletown web site:** [www.middletownct.gov](http://www.middletownct.gov).

- Please visit [www.middletownct.gov](http://www.middletownct.gov)
- On the homepage in the dropdown menu under “**I want to**” under “**view**” click “**Bid Information**”
- Click on “**Currently Bidding**” on the left
- Click on “RFP For Lead Organizer for Middletown Pride”

The City of Middletown reserves the right to waive any defect in any proposal and reserves the right to reject any or all proposals or any part thereof. Proposals, amendments to or withdrawals of proposals received after the time set for the receipt of proposals will not be considered.

All proposals are subject to and must comply with the equal opportunity and non-discriminatory provisions set forth in the Affirmative Action Plan of the City of Middletown.

## **PROJECT DESCRIPTION**

Middletown Pride is a partnership between the City of Middletown, the Middlesex County Chamber of Commerce, Wesleyan University, the Russell Library, and Middlesex Health. Middletown Pride offers three year-round programs: (1) the Middletown Pride Grants Program that uses grants to bring LGBTQIA2S+ community organizations and resources to the City, which has two active grants ongoing; (2) the Middletown Pride Community Events Program led by the City's LGBTQIA2S+ Commission, is a series of monthly social events that provide a safe and welcoming space for local LGBTQIA2S+ individuals, holding approximately 25 events in the last fiscal year; and (3) the Middletown Pride Scholarship Program, that in its inaugural year, awarded \$10,000 to three (3) LGBTQIA2S+ Middletown residents seeking a graduate or undergraduate degree. Finally, Middletown Pride's flagship event is Middletown PrideFEST, which is the largest Pride event in the State of Connecticut, attracting up to 35,000 people to downtown Middletown on an annual basis. The City of Middletown is accepting proposals for an individual and/or an organization to step into the Lead Organizer role to run, operate, coordinate, and manage, and fundraise all three Middletown Pride programs and to coordinate, manage, organize, run and produce Middletown PrideFEST 2025.

## **SCOPE OF SERVICES**

The selected person and/or organization shall operate under and report to the LGBTQIA2S+ Commission and the Mayor of the City of Middletown. The following intended scope of services shall be relevant, generally defined as noted below:

1. Manage, coordinate, operate, and run the: Middletown Pride Scholarship Program, Middletown Pride Grants Program, Middletown Pride Community Events Program, and Middletown PrideFEST 2025.
2. Create and monitor a budget for all of Middletown Pride's endeavors to ensure projects can continue, and coordinate the same with Middletown Pride's Fiscal Sponsor.
3. Coordination with each of the 5 partners of Middletown Pride throughout the year and as needed, in meetings held both during normal business hours and outside of normal business hours. For reference, the City's LGBTQIA2S+ Commission meets the third Wednesday of each month at 7 pm at City Hall, 245 deKoven Drive, Middletown, CT. Meetings are held 1x per month during normal business hours with Wesleyan University and Middlesex Health. Meetings with the Middlesex County Chamber of Commerce are held during normal business hours on a bi-weekly basis from September – December 31, and on a weekly basis from January 1 through PrideFEST. All of these meetings are mandatory.
4. Coordinate with all necessary City officials, organizations, vendors, marching groups, performers, and partners of Middletown Pride to organize, manage, coordinate, run and produce Middletown PrideFEST 2025. This consists of an all-day festival from 12 pm – 10 pm, a Pride March (1 pm – 3pm), Pride Rally (3 pm – 4 pm), two live concerts in two different locations (4-7 pm), and a Tea Dance on Main (7-10pm). For reference, PrideFEST 2024 involved over 200 vendors, 90 marching groups, 50 performers, 40 volunteers, 2 DJs, a team of both photographers and ASL interpreters, and 3 grand marshals. The Lead Organizer is expected to be on-site coordinating during the entirety of Middletown PrideFEST, including set-up and break-down.
5. Perform all outreach and marketing for Middletown Pride's programs and PrideFEST, which includes, but is not limited to, managing, running, creating content for, responding to questions to, and updating Middletown Pride's website and social media, coordinating outreach with news and media organizations, and attending TV interviews, radio and podcast interviews, and any other interview on any media format.

6. Be the point of contact for all organizations participating in PrideFEST, for the partners of Middletown Pride, and the general public.
7. Actively maintain old sponsorships, and solicit and acquire new sponsorships and donations to Middletown Pride.

The Lead Organizer role is a one (1) year contract and will serve as a consultant and independent contractor for the City of Middletown. This is not a full or part time position for employment with the City of Middletown. It is expected that this role will be time consuming and will frequently require work outside of normal business hours. Applicant will be expected to track all of their time and submit invoices to the City of Middletown's LGBTQIA2S+ Commission on a monthly basis. The LGBTQIA2S+ Commission will review the billing for accuracy and reasonableness and make a recommendation to the Mayor of the City of Middletown for payment. Work is expected to increase as the date of PrideFEST approaches in June and is lessened from July - December. It is expected that the selected candidate will respond to questions from all parties in a timely fashion during the term of the contract.

#### **SUBMISSION REQUIREMENTS**

Proposals will be accepted by the City of Middletown, Purchasing Department with an office located at 245 DeKoven Drive, Middletown, CT 06457 until **Friday, December 13, 2024 at 3:00 PM**. Submissions received after that time will not be considered. Submissions may be withdrawn 120 days after opening if no award has been made.

The City anticipates that it may want to meet with a select number of applicants in December 2024, based upon review of submissions in response to this RFP; timing would be conducted separately from this document.

Unless otherwise indicated, submissions are assumed to be valid for one hundred twenty (120) days from the date that Submissions are due.

#### **DIRECTIONS FOR WRITTEN SUBMISSION**

Interested persons and/or organizations are required to submit **one original hard copy and one electronic copy on USB**. Submittals shall consist of the following:

- a. Applicant's name, address, phone number, all handles for applicant's public facing web presence (X, Instagram, Facebook, LinkedIn, TikTok, etc.), and e-mail address.
- b. A concise and complete description of the work to be performed under the Scope of Services contained in this RFP, including:
  1. A narrative showing the applicant's understanding of the history and mission of Middletown Pride, and the applicant's vision on how Middletown Pride can deepen its impact on Middletown's LGBTQIA2S+ community under the leadership of the applicant.
  2. Applicant's resume/CV detailing work experience similar to the work set forth in the Scope of Services.
  3. If applicant is an organization, a list of personnel who will be assigned to the project, including resumes for persons expected to work on the project. Support staff contracted by your organization for this project should additionally be included for review and consideration. List shall include alternate lead person in the absence of the assigned lead person, or methodology for providing continuity of services due to temporary absence of the lead person.

4. A narrative describing similar large-scale LGBTQIA2S+ events or other large festivals that the applicant has organized, produced, coordinated, managed, or run; and how that experience will allow the applicant to succeed as the Lead Organizer of Middletown Pride.
  5. A certificate of insurance meeting the limits set forth in the Insurance Requirements attached to this RFP, naming the City of Middletown as an additional insured, or must demonstrate an ability to meet those insurance requirements by the date a contract is entered into between applicant and the City.
- c. Provide specific reference information for three clients the applicant has served, relevant to the work proposed, to include:
1. Client name and location;
  2. Nature of the work performed;
  3. Starting date of service and completion date; and
  4. Contact name, title and telephone number.
- d. A fee schedule for the services applicant is providing. Please provide an hourly rate. If the applicant is an organization, please provide the hourly fee for all individuals expected to work on the project.

#### **EVALUATION CRITERIA**

Evaluation will be based upon the written submittals and selected presentations and interviews if interviews are held. The factors, which will be evaluated, include the following:

1. The applicants understating of and approach to the work set forth in the Scope of Services.
2. Capability to work collaboratively with the LGBTQIA2S+ Commission, all partners of Middletown Pride, organizations, vendors, performers, marchers, members of the general public, and all other parties associated with Middletown Pride and PrideFEST.
3. The applicant's experience with working on events similar to PrideFEST, and with running programs that serve and benefit the LGBTQIA2S+ community.
4. The applicant's experience in creating, managing, organizing, coordinating, producing, and running a variety of independent components of a festival, and/or other programs for the LGBTQIA2S+ community.
5. Ability to meet insurance requirements set forth in this RFP, or must demonstrate an ability to meet those insurance requirements by the date a contract is entered into between applicant and the City
6. The applicant's ability to prepare, and provide accurate updates to, an overall budget for Middletown Pride.
7. Clarity, organization, completeness, and effective presentation of submittal.
8. Review of references listed.
9. Review of applicant's proposed fee schedule. Please note that evaluation and subsequent award of a resultant contract is primarily based on qualifications and not based on fee schedule; however, the cost for services will be a factor.

Final recommendations regarding award of contract(s) for services will be made after the City and applicant has negotiated reasonable fee schedule(s) for services to be provided, and have concurrence on the methods to be used for payment for services rendered.

## GENERAL TERMS AND CONDITIONS

Any prospective respondents must be willing to adhere to the following conditions and must positively state their compliance to them in the proposal document.

1. Acceptance or Rejection by the City of Middletown - The City of Middletown reserves the right to accept and or reject any or all proposals submitted for consideration or to negotiate separately in any manner necessary to serve the best interests of the City. Respondents whose proposals are not accepted shall be notified in writing.
2. Ownership of Proposals - All proposals submitted in response to this RFP are to be the sole property of the City of Middletown and subject to the provisions of Section 1-19 of the Connecticut General Statutes (re: Freedom of Information).
3. Ownership of Subsequent Products - Any product, whether acceptable or unacceptable, developed under a contract awarded as a result of this RFP is to be the sole property of the City of Middletown unless stated otherwise in the RFP or contract.
4. Timing and Sequence - Timing and sequence of events resulting from this RFP will ultimately be determined by the City of Middletown.
5. Stability of Proposed Prices - Any price offering from interested CM's must be valid for a period of one hundred twenty (120) days from the due date of consultant proposals.
6. Oral Agreements - Any alleged oral agreement or arrangement made by a consultant with any agency or employee will be superseded by the written agreement.
7. Amending or Canceling Requests - The City of Middletown reserves the right to amend or cancel this RFP, prior to the due date and time, if it is in the best interest of the City to do so.
8. Rejection for Default or Misrepresentation - The City of Middletown reserves the right to reject the proposal of the consultant which is in default of any prior contract of for misrepresentation.
9. City's Clerical Errors in Awards - The City of Middletown reserves the right to correct inaccurate awards resulting from its clerical errors.
10. Rejection of Qualified Proposals - Proposals are subject to rejection in whole or in part if they limit or modify any of the terms and conditions and/or specifications of the RFP.
11. Changes to Proposal - No additions or changes to the original proposal will be allowed after submittal.
12. Collusion - By responding, the consultant implicitly states that the proposal is not made in connection with any competing consultant submitting a separate response to the RFP, and is in all respect fair and without collusion or fraud. It is further implied that the consultant did not participate in the RFP development process, had no knowledge of the specific contents of the RFP prior to its issuance, and that no employee of the City participated directly or indirectly in the consultant's proposal preparation. The respondent shall be required to complete and submit the Non-collusive Statement incorporated herein with their proposal.
13. Contract Requirements - A formal contractual arrangement will be entered into with the consultant selected as per the City of Middletown's standard form of Agreement. The contents of the proposal submitted by the successful respondent and the RFP will become part of any contract award.
14. Rights Reserved to the City of Middletown - It is the intent of the City to award one (1) contract to the responsible bidder(s) submitting the most qualified proposal to furnish the services complying with these

specifications providing that there are sufficient funds available to award this contract.

The City of Middletown reserves the right to award in part, to reject any and all proposals in whole or in part, and to waive technical defects, irregularities and omissions if, in its judgment, the best interest of the City will be served. However, the City shall reserve the right to make award(s) based upon whatever is in the best interest of the City.

Partial Bids – Partial Bids will not be accepted.

15. Termination - If Vendor fails to fulfill its obligations under this Agreement, violates any of the covenants, agreements, or stipulations of this Agreement, or if the City deems that the Vendor's conduct could have a negative effect on the reputation of the City, the City shall have the right, in its sole discretion, to terminate this Agreement immediately. The City also shall have the right, in its sole discretion, to terminate this contract without cause by giving thirty (30) days written notice to Vendor of such termination specifying the date of such termination. Upon termination of the Agreement, the City shall have no obligation to pay Vendor for services not performed or goods not received. "
16. Interpretations and Addenda - No oral interpretations shall be made to any bidder as to the meaning of any of the Contract Documents or to be effective to modify any of the provisions of the Contract Documents.

No alleged "verbal interpretation" shall be held valid. Any addenda issued during the bidding period shall supersede previous information.

17. Certificates of Insurance - The selected firm shall be required to provide appropriate Certificates of Insurance as indicated in the Attachment "Insurance Requirements".
18. Withdrawal of Proposals - Negligence on the part of the respondent in preparing the proposal confers no right of withdrawal after the time fixed for the acceptance of the proposals.
19. Assigning, Transferring of Agreement - The successful respondent is prohibited from assigning, transferring, conveying, subletting or otherwise disposing of this agreement of its rights, title or interest therein or its power to execute such agreement to any other person, company or corporation without the prior consent and approval in writing by the City.
20. Cost of Preparing Proposal - The City shall not be responsible for any expenses incurred by the organization in preparing and submitting a proposal. All proposals shall provide a straight-forward, concise delineation of the firm's capabilities to satisfy the requirements of this request. Emphasis should be on completeness and clarity of content.
21. Affirmative Action - Demonstration of commitment to Affirmative Action by full compliance with the regulations of the Commission of Human Rights and Opportunities (CHRO).

**PROPOSAL PAGES  
LEAD ORGANIZER FOR MIDDLETOWN PRIDE**

Issued: \_\_\_\_\_ **Reply Date: Friday, December 13, 2024 by 3:00 PM**

To: Donna L. Formato, CPPB, NIGP-CPP  
Supervisor of Purchases  
Room 112, Municipal Building  
245 DeKoven Drive  
Middletown, Connecticut 06457

We, the undersigned submit our proposal for Lead Organizer of Middletown pride to complete services as described in the RFP, in accordance with the Scope of Services outlined in this request and submit for your consideration.

**RESPONDENT CHECKLIST**

We have submitted all required documents as stated in the following sections and/or proposal document for your review:

- \_\_\_\_\_ ALL DOCUMENTS LISTED UNDER SECTION TITLED **"DIRECTIONS FOR WRITTEN SUBMISSION"**
- \_\_\_\_\_ NON-COLLUSIVE STATEMENT
- \_\_\_\_\_ PROPOSAL PAGES
- \_\_\_\_\_ ONE HARD COPY OF PROPOSAL AND ONE (1) ELECTRONIC COPY ON CD, DVD, OR USB STORAGE OF YOUR PROPOSAL.

<b>THE BID MUST BE SIGNED BY THE BIDDER TO BE ACCEPTED</b>	
_____ COMPANY NAME	_____ SIGNATURE AND TITLE

**Receipt of Addenda is acknowledged:**

**Addendum No.1** \_\_\_\_\_ **Date** \_\_\_\_\_

**Addendum No.2** \_\_\_\_\_ **Date** \_\_\_\_\_

**PROPOSAL PAGES (CONT.)**

**PLEASE NOTE: All of the information below is REQUIRED. Please do not leave any information blank.**

Date: \_\_\_\_\_

\_\_\_\_\_  
**Applicant Name** (if applicable)

\_\_\_\_\_  
**Company Name** (if applicable)

**Mailing Address:**

**Payment Address** (If different from mailing addr.):

\_\_\_\_\_  
Address

\_\_\_\_\_  
Address

\_\_\_\_\_  
City, State and Zip

\_\_\_\_\_  
City, State and Zip

**FEIN NUMBER** (if applying as a company): \_\_\_\_\_ -- \_\_\_\_\_

**OR**

**SOCIAL SECURITY NUMBER** (if applying as an individual) \_\_\_\_\_ -- \_\_\_\_\_ -- \_\_\_\_\_

**Type of Organization:** \_\_\_\_\_ **Individual / Sole Proprietor**  
(Please Check One)

\_\_\_\_\_ **Limited Liability Company / Partnership**

\_\_\_\_\_ **Corporation**

**Contact Information**

**Applicant Name:** \_\_\_\_\_ **Title:** \_\_\_\_\_

**Additional Contact:** \_\_\_\_\_ **Title:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_ **Fax:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_

**Website:** \_\_\_\_\_

**SIGN HERE: I hereby certify that the above information is correct.**

\_\_\_\_\_  
**Print or Type Name & Title**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

**WITH EACH PROPOSAL, THE BIDDER SHALL SUBMIT A SIGNED NON-COLLUSIVE STATEMENT ON THE FORM ENCLOSED HERE-IN.**

**CITY OF MIDDLETOWN**

**NON-COLLUSIVE BID STATEMENT**

All bidders are required to sign a Non-Collusive Statement with all public bids as follows:

1. The bid has been arrived at by the bidder, independently and has been submitted without collusion with, and without any agreement, understanding, or planned common course of action with any other vendor of materials, supplies, equipment, or services described in the Invitation to Bid, designed to limit independent bidding or competition and
2. The contents of the bid have not been communicated by the bidder or its employees or agents to any person not an employee or agent of the bidder or its surety on any bond furnished with the bid, and will not be communicated to any person prior to the official opening of the bid.

Date \_\_\_\_\_

\_\_\_\_\_  
Signed

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Company

\_\_\_\_\_  
Address

\_\_\_\_\_

\_\_\_\_\_  
Telephone Number

**CHAPTER 26, CONTRACTS**  
**ARTICLE I--EQUAL OPPORTUNITY IN EMPLOYMENT.**

**26-1 Contract Provisions Required**

Every contract made by or on behalf of the City of Middletown for the construction, lease, alteration or repair of any public building or public work, or for the purchase, manufacture, sale or distribution of materials, equipment or supplies shall contain provisions providing for equal opportunity in employment.

**26-2 Enforcement Officer**

The Director of Equal Opportunity and Diversity Management, who is the City's Affirmative Action Officer, shall have the authority to enforce this ordinance.

**26-3 Provisions to be Included**

A. Every contract for the construction, alteration or repair of any public building or public work shall contain the following provisions approved by the Office of Equal Opportunity and Diversity Management Director:

The contractor agrees and warrants that in the performance of this contract he or she will not discriminate or permit discrimination against any person or group of persons on the grounds of age, ancestry, color, genetic information, learning disability, marital status, past or present history of mental disability, intellectual disability, national origin, physical disability, including, but not limited to blindness, race, religious creed, sex, including pregnancy, transgender status, gender identity or expression, sexual orientation, workplace hazards to reproduction systems, political belief, military or veteran status, or criminal record in accordance with §46a-60(a), (b)(7), (d) (1), 46a-80(b), or 46a-81(b)(c) of the Connecticut General Statutes. This provision is limited to the extent there is a bona fide occupational qualification or a superseding federal or state law. In addition, the Connecticut Fair Employment Practices Act, Connecticut General Statutes §46a-51 et seq., (CFEPA), not only prohibits discrimination based on actual physical disability, but also applies to discrimination based on perceived physical disability. The contractor also agrees to provide the Affirmative Action Officer of the City of Middletown with such information that may be requested concerning the employment practices and procedures of the contractor as related to the provisions of this section.

B. The aforesaid provision shall include, but not be limited to, the following: advertising, recruitment, layoff, termination, rates of pay or other forms of compensation, conditions or privileges of employment selection for apprenticeship, selection or retention of subcontractors, or in the procurement of materials, equipment or services.

**26.4 Notices to be posted on project site.**

The contractor shall hereinafter post on the project site, in conspicuous places available for employees and applicants for employment, notices setting forth its non-discrimination requirements.

**26.5 Subcontractors and Suppliers**

In all pre-contractual contracts between contractor and any subcontractor or supplier either for work to be performed under a subcontract or for the procurement of materials, equipment or services, each subcontractor or supplier shall be notified in writing by the contractor of the contractor's obligations under this contract relative to non-discrimination and each subcontractor or supplier, by his contracting agent, shall agree to and be bound by the terms of this Contract.

## **26.6 Effect on other laws**

Nothing contained herein is intended to relieve any contractor from compliance with all applicable federal, state and municipal legislation or provision concerning equal employment opportunity, affirmative action, non-discrimination and related subjects during the term of its contract on this project.

**(4/7/80; 3/8/93, 11/1/02, 2/3/03, 6/3/13, 2/4/16, 6/29/20)**

## APPENDIX B – Insurance Requirements

### PROPOSAL PAGES LEAD ORGANIZER FOR MIDDLETOWN PRIDE

**CONSULTANT** shall agree to maintain in force at all times during the contract the following minimum coverages and shall name the City of Middletown and the Middlesex Chamber of Commerce as an Additional Insured on a primary and non-contributory basis to all policies, except Workers Compensation. All policies should also include a Waiver of Subrogation. Upon request the **CONSULTANT** shall provide a copy of the policy endorsement confirming the additional insured status.

Insurance shall be written with Carriers approved in the State of Connecticut and with a minimum AM Best’s Rating of “A-“ VIII. In addition, all Carriers are subject to approval by the City of Middletown.

(Minimum Limits)		
General Liability	Each Occurrence	\$1,000,000
	General Aggregate	\$2,000,000
	Products/Completed Operations Aggregate	\$2,000,000
Auto Liability	Combined Single Limit	
	Each Accident	\$1,000,000
Professional Liability	Each Occurrence	\$1,000,000
	Aggregate	\$1,000,000
Umbrella/Excess Liability	Each Occurrence	\$4,000,000

If any policy is written on a “Claims Made” basis, the policy must be continually renewed for a minimum of two (2) years from the completion date of this contract. If the policy is replaced and/or the retroactive date is changed, then the expiring policy must be endorsed to extend the reporting period for claims for the policy in effect during the contract for two (2) years from the completion date.

Workers’ Compensation and Employers’ Liability	WC Statutory Limits	
	EL Each Accident	\$1,000,000
	EL Disease Each Employee	\$1,000,000
	EL Disease Policy Limit	\$1,000,000

Original, completed Certificates of Insurance must be presented to the City of Middletown prior contract issuance. **CONSULTANT** agrees to provide replacement/renewal certificates at least 30 days prior to the expiration date of the policies. Should any of the above described policies be cancelled, limits reduced or coverage altered, 30 days written notice must be given to the City. Any deviation from these requirements must be approved by the City of Middletown.

**Bid Return Label**

**Always use Mailing Label below on all packages when submitting bids to the City of Middletown Purchasing Office for clear identification of your bid response.**

**Official Documents Enclosed:**

**RFP: LEAD ORGANIZER FOR MIDDLETOWN PRIDE**

**Return Date: Friday, December 13, 2024 by 3:00 PM**

**City of Middletown Purchasing Department  
Municipal Building Room 112  
245 DeKoven Drive  
Middletown, CT 06457  
|||**