

Instructions for Utilizing Trade Labor Contract 19PSX0002

Below are some general instructions and information regarding the use of the Trade Labor Contract. Please review the contract Exhibit A for more detailed information.

The Trade Labor Contract is to be used for project work, emergency work, repair work and maintenance work.

1. Emergency work and repair work under this contract is for a single emergency repair, equipment repair or an inspection of your facility and the building equipment. For all emergency work and repair work, the Client Agency can select one contractor to perform the services at the pricing set forth in Exhibit B Price Schedule.
2. Project work under this Contract is for remodeling projects, planned projects that are not an emergency repair or a repair of an existing system, building and equipment.

For all project work exceeding ten thousand dollars (\$10,00.00) the Client Agencies are required to obtain three (3) quotes from contractors and provide each of the contractors the same statement of work in the form of Attachment 2 "Statement of Work" (SOW) before the commencement of a project. Any changes to a project must be documented on Attachment 3 (Project Change Order/Addendum) (Project Addendum).

The Client Agency shall not start a project work over \$10,000.00 without the prior written approval of the Director of Engineering Services or the Director of Facilities Management of DAS Division of Construction Services (DCS). Towns and political subdivisions of the State, non-Executive Branch Agencies, and Client Agencies with prior written authority from DCS do not require the approval of DCS.

3. Maintenance work under this Contract is to be utilized to maintain existing systems and equipment within a building which may require frequent maintenance such as HVAC systems. The Client Agency shall obtain 3 quotes from qualified Contractors for all maintenance work exceeding \$10,000.00 per year. Maintenance work should be quoted in 12 month intervals. The Client Agency is to provide the Contractors an SOW before the commencement of the maintenance work.
4. Licenses:
It is the responsibility of the Client Agency to verify that all Contractors performing services that require a trade license at the Client Agency location hold a current license.

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5. Standard and Prevailing Wage

Each project under this Contract exceeding one hundred thousand dollars (\$100,000.00) shall require the prior written approval of DCS, Project Support Services. Towns, political subdivisions of the State, and non-Executive Branch Agencies, do not require the approval of DCS.

6. Subcontractors

The Client Agency shall approve any and all subcontractors utilized by the Contractor in writing prior to any such subcontractor commencing any work.

The Contractor, other than a General Contractor shall perform not less than eighty percent (80%) of the Services required under the trade the Contractor is qualified for in Section 33 of Exhibit A. General Contractors shall perform not less than twenty percent (20%) of the Services required under the trade the Contractor is qualified for in Section 33 of Exhibit A. For Repair Work and Emergency Work, the Contractor shall only charge the rate listed in Exhibit B Price Schedule for Services of the Contractor, or at the lower rate from the subcontractor if applicable. The Contractor shall not markup any Service or materials provided by a subcontractor. Any Service not provided by the Contractor but is required to complete the work must be first sourced to certified Connecticut Small or Minority Business (“SBE/MBE”) contractors, before non SBE/MBE contractors. Any Service performed by a subcontractor which is not provided as a Service by the Contractor will not be factored into the eighty percent (80%) requirement listed above.

See Section 28 of Exhibit A for complete details regarding Subcontractors.

Any questions pertaining to these instruction can be directed to the Contract Specialist listed on the State contracting portal.