

CONTRACT AWARD  
SP-38IT – Rev. 4/10/19  
Prev. Rev. 11/17/16

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Contract Specialist

860-713-5139  
Telephone Number

# STATE OF CONNECTICUT

DEPARTMENT OF ADMINISTRATIVE SERVICES

PROCUREMENT DIVISION

450 Columbus Boulevard, Hartford, CT 06103

CONTRACT AWARD NO.:

19PSX0054

Contract Effective Date:

1 August 2019

Bid Due Date:

8 July 2019

## CONTRACT AWARD

IMPORTANT: THIS IS NOT A PURCHASE ORDER. DO NOT PRODUCE OR SHIP WITHOUT AN AGENCY PURCHASE ORDER.

### DESCRIPTION:

#### Elevator Maintenance

FOR:  
All Using State Agencies, Political Subdivisions, and Not-for-Profit Organizations

TERM OF CONTRACT:  
August 1, 2019 through July 31, 2024

AGENCY REQUISITION NUMBER: 0000005620

IN STATE (NON-SB) CONTRACT VALUE	DAS CERTIFIED SMALL BUSINESS CONTRACT VALUE	OUT OF STATE CONTRACT VALUE	TOTAL CONTRACT AWARD VALUE
\$2,500,000.00 Est.	-	-	\$2,500,000.00 Est.

**NOTICE TO CONTRACTORS:** This notice is not an order to ship. Purchase Orders against contracts will be furnished by the using agency or agencies on whose behalf the contract is made. INVOICE SHALL BE RENDERED DIRECT TO THE ORDERING AGENCY.

**NOTE:** Dollar amounts listed next to each contractor are possible award amounts, however, they do not reflect any expected purchase amounts (actual or implied). They are for CHRO use only.

**NOTICE TO AGENCIES:** A complete explanatory report shall be furnished promptly to the Procurement Manager concerning items delivered and/or services rendered on orders placed against awards listed herein which are found not to comply with the specifications or which are otherwise unsatisfactory from the agency's viewpoint, as well as failure of the contractor to deliver within a reasonable period of time specified. Please issue orders and process invoices promptly.

**CASH DISCOUNTS:** Cash discounts, if any, shall be given SPECIAL ATTENTION, but such cash discount shall not be taken unless payment is made within the discount period.

**PRICE BASIS:** Unless otherwise noted, prices include delivery and transportation charges fully prepaid f.o.b. agency. No extra charge is to be made for packing or packages.

### CONTRACTOR INFORMATION:

REFER TO THE CONTRACT ON THE DAS PROCUREMENT WEB PAGE FOR THE MOST CURRENT CONTRACTOR INFORMATION. (<http://das.ct.gov/mp1.aspx?page=8>)

Company Name: **KONE Inc.**

Company Address: **60 Commerce Drive Ste 300, Trumbull, CT 06611**

Contact Person: **Jessica Richie**

Tel. No.: **203-813-5663**

Company Web Site: [www.kone.com](http://www.kone.com) [Jessica.ritchie@kone.com](mailto:Jessica.ritchie@kone.com)

Certification Type (SBE, MBE or None): **None**

Prompt Payment Terms: **0% 00 Net 45**

Agrees to Supply Political SubDivisions: **Yes**

Company Name: **Otis Elevator Company/UTC**

Company Address: **242 Pitkin Street, East Hartford, CT 06108-3220**

Contact Person: **Katherine Maurer**

Tel. No.: **860-290-3323**

Company Web Site: [www.otis.com](http://www.otis.com) [Katherine.maurer@otis.com](mailto:Katherine.maurer@otis.com)

Certification Type (SBE, MBE or None): **None**

Prompt Payment Terms: **0% 00 Net 45**

Agrees to Supply Political SubDivisions: **Yes**

The signature below by the DAS Assistant Procurement Director is evidence that the Contractor's solicitation response has/have been accepted and that the Contractor(s) and DAS are bound by all of the terms and conditions of the Contract.

DEPARTMENT OF  
ADMINISTRATIVE SERVICES

By: \_\_\_\_\_  
(Original Signature on Document in Procurement Files)

Name: **Devin Marquez**

Title: Assistant Procurement Director

Date:

# GUIDELINES – HOW TO USE THIS CONTRACT

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This Contract is for full service elevator maintenance for elevator(s) at State Agency (herein defined as Client Agency) facilities located in the following counties: Fairfield, Hartford, Litchfield, Middlesex, New Haven, New London, Tolland and Windham Counties.

The following types of elevators are covered under this contract:

- (1) Traction
- (2) Hydraulic
- (3) Dumbwaiter

This contract represents a multiple award to those vendors that successfully met and/or exceeded selection criteria. DAS recommends that the Client Agency choose a Contractor that best fits the needs of the Agency.

Exhibit A - indicates the Scope of Services required by the Contractor.

Exhibit B - identifies pricing structures of the Contractor.

## 1. Client Agency

The Client Agency may designate an “authorized representative” for the facility, who will act on behalf of the Client agency for this contract.

Client Agency should

- Review Exhibit A and Exhibit B of **each** Contractor to be familiarized with the services and requirements.
- Meet with the Contractor to review the services required; establish maintenance schedule; review building procedures; check-in process, special requirements, instruction and training to place call back and emergency call back, call authorization requirements; records and reporting requirements, safety tests and inspections, etc.
- The Contractor shall examine each elevator at a minimum of once per month. The Contractor may recommend to the Client Agency a preventative maintenance schedule that is tailored to the facilities needs based on criteria such as usage, operating environment, control and drive types, number of openings, door type, etc. Any recommendation will be submitted in writing to the Client Agency for approval. Some discounts may apply, if the Client Agency approves the recommended preventive maintenance schedule that less frequent than once per month. Please refer to each Contractors Exhibit A and Exhibit B for the terms and conditions of these discounts.
- The Client Agency may add or remove elevator when deemed necessary by the Client Agency.
- **IMPORTANT – WHEN ISSUING A PURCHASE ORDER: The DAS requires the Client Agency to enter the Number of elevator units per type as broken down per line item from Exhibit B in the description section of the purchase order. For example:**

(2) 1a Hydraulic; (4) 1d Traction Elevator Unit (10-15 stops); (5) 1e Traction Elevator Unit (15-20 stops)

**In addition, the Client Agency must update the purchase order when adding or deleting a unit. The DAS requires this information so we can track the number of units on contract to verify the discounts offered by the Contractors.**

## **GUIDELINES – HOW TO USE THIS CONTRACT**

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On an Annual basis, the DAS will require from the Client Agency, detailing the number and types of units on contract for each vendor.

### **2. Price Schedule**

(1) A - Full Service Maintenance

Pricing for Full Service Maintenance is based on a monthly fee for each elevator type for services specified throughout this contract. Traction Elevators are broken down into how many stops the elevator makes.

B – Time and Materials Basis

Refer to Exhibit B for the breakdown of labor rates and cost plus markup percentage for materials. Hourly rates will be broken down in quarter hour increments for billing purposes.

(2) Labor Rate

The Labor rate is for exclusions as specified throughout this contract document. Hourly rates shall be broken down to the nearest quarter hour increment for billing purposes.

(3) Parts

Pricing for parts is based a percentage increase over Contractor's cost of the part and are for exclusions as specified throughout this contract. The Contractor shall submit original supplier invoices to the Client Agency.

(4) Travel time or surcharges shall not be allowed.

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Between

**THE STATE OF CONNECTICUT**

Acting by its

**DEPARTMENT OF ADMINISTRATIVE SERVICES**

**AND**

**KONE Inc. and Otis Elevator Company/UTC**

Awarded Contractors

**FULL SERVICE ELEVATOR MAINTENANCE FOR ALL USING  
AGENCIES AND POLITICAL SUBDIVISIONS**

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This Contract (the "Contract") is made as of the Effective Date shown on the contract award form, number SP-38 corresponding to the subject procurement and is by and between, the contractor identified on such Form SP-38 (the "Contractor,") which is attached and shall be considered a part of this Contract, with a principal place of business as indicated on the signature page form, number SP-26, acting by the duly authorized representative as indicated on the SP-26, and the State of Connecticut, Department of Administrative Services ("DAS"), with a principal place of business at 450 Columbus Boulevard, Hartford, Connecticut 06103, acting by Rob Zalucki, its Contract Specialist, in accordance with Sections 4a-2 and 4a-51 of the Connecticut General Statutes.

Now therefore, in consideration of these presents, and for other good and valuable consideration, the receipt and sufficiency of which the parties acknowledge, the Contractor and the State agree as follows:

1. Definitions. Unless otherwise indicated, the following terms shall have the following corresponding definitions:
  - (a) Bid: A submittal in response to an Invitation to Bid.
  - (b) Claims: All actions, suits, claims, demands, investigations and proceedings of any kind, open, pending or threatened, whether mature, unmaturred, contingent, known or unknown, at law or in equity, in any forum.
  - (c) Client Agency: Any department, commission, board, bureau, agency, institution, public authority, office, council, association, instrumentality or political subdivision of the State of Connecticut, as applicable, who is authorized and chooses to make purchases under, and pursuant to the terms and conditions of, this Contract.
  - (d) Confidential Information: This shall mean any name, number or other information that may be used, alone or in conjunction with any other information, to identify a specific individual including, but not limited to, such individual's name, date of birth, mother's maiden name, motor vehicle operator's license number, Social Security number, employee identification number, employer or taxpayer identification number, alien registration number, government passport number, health insurance identification number, demand deposit account number, savings account number, credit card number, debit card number or unique biometric data such as fingerprint, voice print, retina or iris image, or other unique physical representation. Without limiting the foregoing, Confidential Information shall also include any information that the Client Agency or DAS classifies as "confidential" or "restricted." Confidential Information shall not include information that may be lawfully obtained from publicly available sources or from federal, state, or local government records which are lawfully made available to the general public.
  - (e) Confidential Information Breach: This shall mean, generally, an instance where an unauthorized person or entity accesses Confidential Information in any manner, including but not limited to the following occurrences: (1) any Confidential Information that is not encrypted or protected is misplaced, lost, stolen or in any way compromised; (2) one or more third parties have had access to or taken control or possession of any Confidential Information that is not encrypted or protected without prior written authorization from the State; (3) the unauthorized acquisition of encrypted or protected Confidential Information together with the confidential process or key that is capable of compromising the integrity

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of the Confidential Information; or (4) if there is a substantial risk of identity theft or fraud to the Client Agency, the Contractor, DAS or State.

- (f) Contract: The agreement, as of its Effective Date, between the Contractor and the State for any or all Goods or Services at the Bid price.
- (g) Contractor: A person or entity who submits a Bid and who executes a Contract.
- (h) Contractor Parties: A Contractor's members, directors, officers, shareholders, partners, managers, principal officers, representatives, agents, servants, consultants, employees or any one of them or any other person or entity with whom the Contractor is in privity of oral or written contract and the Contractor intends for such other person or entity to Perform under the Contract in any capacity.
- (i) Day: All calendar days other than Saturdays, Sundays and days designated as national or State of Connecticut holidays upon which banks in Connecticut are closed.
- (j) Force Majeure: Events that materially affect the cost of the Goods or Services or the time schedule within which to Perform and are outside the control of the party asserting that such an event has occurred, including, but not limited to, labor troubles unrelated to the Contractor, failure of or inadequate permanent power, unavoidable casualties, fire not caused by the Contractor, extraordinary weather conditions, disasters, riots, acts of God, insurrection or war.
- (k) Goods: For purposes of the Contract, all things which are movable at the time that the Contract is effective and which include, without limiting this definition, supplies, materials and equipment, as specified in the Invitation to Bid and set forth in Exhibit A.
- (l) Goods or Services: Goods, Services or both, as specified in the Invitation to Bid and set forth in Exhibit A.
- (m) Invitation to Bid: A State request inviting bids for Goods or Services. This Contract shall be governed by the statutes, regulations and procedures of the State of Connecticut, Department of Administrative Services.
- (n) Records: All working papers and such other information and materials as may have been accumulated by the Contractor in performing the Contract, including but not limited to, documents, data, plans, books, computations, drawings, specifications, notes, reports, records, estimates, summaries and correspondence, kept or stored in any form.
- (o) Services: The performance of labor or work, as specified in the Invitation to Bid and set forth in Exhibit A.
- (p) State: The State of Connecticut, including DAS, the Client Agency and any office, department, board, council, commission, institution or other agency of the State.
- (q) Termination: An end to the Contract prior to the end of its term whether effected pursuant to a right which the Contract creates or for a breach.
- (r) Title: all ownership, title, licenses, rights and interest, including, but not limited to, perpetual use, of and to the Goods or Services.



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2. Term of Contract; Contract Extension. The Contract will be in effect from August 1, 2019 through July 31, 2024.  
DAS, in its sole discretion, may extend this Contract for additional terms beyond the original term, prior to Termination or expiration, one or more times for a combined total period not to exceed the complete length of the original term.
3. Description of Goods or Services and Additional Terms and Conditions. The Contractor shall perform as set forth in Exhibit A. For purposes of this Contract, to perform and the performance in Exhibit A is referred to as "Perform" and the "Performance."
4. Price Schedule, Payment Terms and Billing, and Price Adjustments.
  - (a) Price Schedule: Price Schedule under this Contract is set forth in Exhibit B.
  - (b) Payment Terms and Billing:
    - (1) Payment shall be made only after the Client Agency receives and accepts the Goods or Services and after it receives a properly completed invoice. Unless otherwise specified in the Contract, payment for all accepted Goods or Services shall be due within forty-five (45) days after acceptance of the Goods or Services, or thirty (30) days if the Contractor is a certified small contractor or minority business enterprise as defined in Conn. Gen. Stat. § 4a-60g. The Contractor shall submit an invoice to the Client Agency for the Performance. The invoice shall include detailed information for Goods or Services, delivered and Performed, as applicable, and accepted. Any late payment charges shall be calculated in accordance with the Connecticut General Statutes.
    - (2) THE STATE SHALL MAKE ALL PAYMENTS TO THE CONTRACTOR THROUGH ELECTRONIC FUNDS TRANSFER VIA THE AUTOMATED CLEARING HOUSE ("ACH"). CONTRACTOR SHALL ENROLL IN ACH THROUGH THE OFFICE OF THE STATE COMPTROLLER PRIOR TO SENDING ANY INVOICE TO THE STATE. THE CONTRACTOR MAY OBTAIN DETAILED INFORMATION REGARDING ACH AT: [HTTP://WWW.OSC.CT.GOV/VENDOR/DIRECTDEPOSIT.HTML](http://www.osc.ct.gov/vendor/directdeposit.html).
  - (c) Notwithstanding any language regarding Contractor price increases herein, the Price Schedule will be adjusted to reflect any increase in the minimum wage rate that may occur during the term of this Contract as mandated by State law and in accordance with the terms of this section. Contractor shall provide documentation, in the form of certified payroll or other documentation acceptable to the State, substantiating the amount of any increase in Contractor labor costs as a result of changes to the minimum wage rate within ninety (90) days of the statutorily identified effective date of any increase in the minimum wage. Upon receipt, and verification of Contractor documentation DAS shall adjust the Price Schedule accordingly through a supplement to this Contract.
  - (d) The Contractor shall comply with all provisions of Section 31-57f of the Connecticut General Statutes concerning standard wages. Current standard wage rates are included in Exhibit D. Notwithstanding any language regarding Contractor price increases, the Price Schedule will be adjusted to reflect any increase in the standard wage rate that may occur, as mandated by State law. Exhibit D will not be adjusted to reflect new standard wage rates until the Contractor provides documentation, in the form of certified payroll or other documentation acceptable to the State, substantiating the increase in Contractor labor costs as a result of changes to the standard wage rate. The Contractor must provide this documentation to the State within ninety (90) days' of the effective date that the State Department of Labor establishes for the increase in the standard wage. Upon receipt and verification of

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Contractor documentation, DAS shall adjust the Price Schedule and update Exhibit D accordingly through a supplement to this Contract.

### (e) Price Adjustments:

Prices for the Goods or Services listed in Exhibit B shall remain unchanged for twelve (12) months following the Effective Date of the Contract. The Contractor shall have the right to request a price adjustment only during the thirty (30) days immediately preceding the annual anniversary dates of the Effective Date of the Contract during the term of the Contract. During this thirty (30) day period, the Contractor may submit a request in writing to DAS for a price adjustment that is consistent with and relative to price changes originating with and compelled by manufacturer and/or market trends and which changes are outside of the Contractor's control. The Contractor must fully document its request, attaching to the request, without limitation, such manufacturer and market data, as support the requested adjustment. DAS may, in its sole discretion, approve or disapprove the requested adjustment, in whole or in part. Any approved adjustment shall be final and shall remain unchanged until the next annual anniversary date of the Effective Date of the Contract.

The Contractor shall submit all requests in accordance with Section #36. Notice. A request made to the Client Agency shall not be valid and the parties shall treat it as if the Contractor had not made the request at all. A request made to the Client Agency shall not be considered timely and shall not toll or extend the running of the thirty (30) days. The right of the Contractor to request a particular price adjustment shall lapse upon the expiration of the applicable thirty (30) days. If the Contractor fails to make a timely request, then the price shall remain unchanged from the previous year and shall continue through the next succeeding twelve (12) months and until the second annual anniversary of the Effective Date of the Contract, if approved, price adjustments shall become effective ten (10) days after the date of the approval. The Contractor shall honor any purchase orders issued prior to the effective date of the approval at the price in effect at the time of the issuance of the purchase order.

## 5. Rejected Items; Abandonment.

- (a) The Contractor may deliver, cause to be delivered, or, in any other way, bring or cause to be brought, to any State premises or other destination, Goods, as samples or otherwise, and other supplies, materials, equipment or other tangible personal property. The State may, by written notice and in accordance with the terms and conditions of the Contract, direct the Contractor to remove any or all such Goods ("the "Rejected Goods") and any or all other supplies, materials, equipment or other tangible personal property (collectively, the "Contractor Property") from and out of State premises and any other location which the State manages, leases or controls. The Contractor shall remove the Rejected Goods and the Contractor Property in accordance with the terms and conditions of the written notice. Failure to remove the Rejected Goods or the Contractor Property in accordance with the terms and conditions of the written notice shall mean, for itself and all Contractor Parties, that:

- (1) they have voluntarily, intentionally, unconditionally, unequivocally and absolutely abandoned and left unclaimed the Rejected Goods and Contractor Property and relinquished all ownership, title, licenses, rights, possession and interest of, in and to (collectively, "Title") the Rejected Goods and Contractor Property with the specific and express intent of (A) terminating all of their Title to the Rejected Goods and Contractor Property, (B) vesting Title to the Rejected Goods and Contractor Property in the State of

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- Connecticut and (C) not ever reclaiming Title or any future rights of any type in and to the Rejected Goods and Contractor Property;
- (2) there is no ignorance, inadvertence or unawareness to mitigate against the intent to abandon the Rejected Goods or Contractor Property;
  - (3) they vest authority, without any further act required on their part or the State's part, in the Client Agency and the State to use or dispose of the Rejected Goods and Contractor Property, in the State's sole discretion, as if the Rejected Goods and Contractor Property were the State's own property and in accordance with law, without incurring any liability or obligation to the Contractor or any other party;
  - (4) if the State incurs any costs or expenses in connection with disposing of the Rejected Goods and Contractor Property, including, but not limited to, advertising, moving or storing the Rejected Goods and Contractor Property, auction and other activities, the State shall invoice the Contractor for all such cost and expenses and the Contractor shall reimburse the State no later than thirty (30) days after the date of invoice; and
  - (5) they do remise, release and forever discharge the State and its employees, departments, commissions, boards, bureaus, agencies, instrumentalities or political subdivisions and their respective successors, heirs, executors and assigns (collectively, the "State and Its Agents") of and from all Claims which they and their respective successors or assigns, jointly or severally, ever had, now have or will have against the State and Its Agents arising from the use or disposition of the Rejected Goods and Contractor Property.
- (b) The Contractor shall secure from each Contractor Party, such document or instrument as necessary or appropriate as will vest in the Contractor plenary authority to bind the Contractor Parties to the full extent necessary or appropriate to give full effect to all of the terms and conditions of this section. The Contractor shall provide, no later than fifteen (15) days after receiving a request from the State, such information as the State may require to evidence, in the State's sole determination, compliance with this section.
6. Order and Delivery. The Contract shall bind the Contractor to furnish and deliver the Goods or Services in accordance with Exhibit A and at the prices set forth in Exhibit B. Subject to the sections in this Contract concerning Force Majeure, Termination and Open Market Purchases, the Contract shall bind the Client Agency to order the Goods or Services from the Contractor, and to pay for the accepted Goods or Services in accordance with Exhibit B.
  7. Contract Amendments. No amendment to or modification or other alteration of the Contract shall be valid or binding upon the State unless made in writing, signed by both parties and, if applicable, approved by the Connecticut Attorney General.
  8. Assignment. The Contractor shall not assign any of its rights or obligations under the Contract, voluntarily or otherwise, in any manner without the prior written consent of DAS. DAS may void any purported assignment in violation of this section and declare the Contractor in breach of Contract. Any Termination by DAS for a breach is without prejudice to DAS's or the State's rights or possible Claims.
  9. Termination.

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- (a) Notwithstanding any provisions in this Contract, DAS, through a duly authorized employee, may Terminate the Contract whenever DAS makes a written determination that such Termination is in the best interests of the State. DAS shall notify the Contractor in writing of Termination pursuant to this section, which notice shall specify the effective date of Termination and the extent to which the Contractor must complete its Performance under the Contract prior to such date.
- (b) Notwithstanding any provisions in this Contract, DAS, through a duly authorized employee, may, after making a written determination that the Contractor has breached the Contract, Terminate the Contract in accordance with the provisions in the Breach section of this Contract.
- (c) DAS shall send the notice of Termination via certified mail, return receipt requested, to the Contractor at the most current address which the Contractor has furnished to DAS for purposes of correspondence, or by hand delivery. Upon receiving the notice from DAS, the Contractor shall immediately discontinue all services affected in accordance with the notice, undertake all commercially reasonable efforts to mitigate any losses or damages, and deliver to the Client Agency all Records. The Records are deemed to be the property of the Client Agency and the Contractor shall deliver them to the Client Agency no later than thirty (30) days after the Termination of the Contract or fifteen (15) days after the Contractor receives a written request from either DAS or the Client Agency for the Records. The Contractor shall deliver those Records that exist in electronic, magnetic or other intangible form in a non-proprietary format, such as, but not limited to, ASCII or .TXT.
- (d) Upon receipt of a written notice of Termination from DAS, the Contractor shall cease operations as DAS directs in the notice, and take all actions that are necessary or appropriate, or that DAS may reasonably direct, for the protection, and preservation of the Goods and any other property. Except for any work which DAS directs the Contractor to Perform in the notice prior to the effective date of Termination, and except as otherwise provided in the notice, the Contractor shall terminate or conclude all existing subcontracts and purchase orders and shall not enter into any further subcontracts, purchase orders or commitments.
- (e) The Client Agency shall, within forty-five (45) days of the effective date of Termination, reimburse the Contractor for its Performance rendered and accepted by the Client Agency in accordance with Exhibit A, in addition to all actual and reasonable costs incurred after Termination in completing those portions of the Performance which the notice required the Contractor to complete. However, the Contractor is not entitled to receive and the Client Agency is not obligated to tender to the Contractor any payments for anticipated or lost profits. Upon request by DAS or the Client Agency, as applicable, the Contractor shall assign to DAS or the Client Agency, or any replacement contractor which DAS or the Client Agency designates, all subcontracts, purchase orders and other commitments, deliver to DAS or the Client Agency all Records and other information pertaining to its Performance, and remove from State premises, whether leased or owned, all of Contractor's property, equipment, waste material and rubbish related to its Performance, all as DAS or the Client Agency may request.
- (f) For breach or violation of any of the provisions in the section concerning Representations and Warranties, DAS may Terminate the Contract in accordance with its terms and revoke any consents to assignments given as if the assignments had never been requested or consented to, without liability to the Contractor or Contractor Parties or any third party.

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- (g) Upon Termination of the Contract, all rights and obligations shall be null and void, so that no party shall have any further rights or obligations to any other party, except with respect to the sections which survive Termination. All representations, warranties, agreements and rights of the parties under the Contract shall survive such Termination to the extent not otherwise limited in the Contract and without each one of them having to be specifically mentioned in the Contract.
- (h) Termination of the Contract pursuant to this section shall not be deemed to be a breach of contract by DAS.
10. Cost Modifications. The parties may agree to a reduction in the cost of the Contract at any time during which the Contract is in effect. Without intending to impose a limitation on the nature of the reduction, the reduction may be to hourly, staffing or unit costs, the total cost of the Contract or the reduction may take such other form as the State deems to be necessary or appropriate.
11. Breach. If either party breaches the Contract in any respect, the non-breaching party shall provide written notice of such breach to the breaching party and afford the breaching party an opportunity to cure the breach within ten (10) days from the date that the breaching party receives such notice. Any other time provided for in the notice shall trump such ten (10) days. Such right to cure period shall be extended if the non-breaching party is satisfied that the breaching party is making a good faith effort to cure but the nature of the breach is such that it cannot be cured within the right to cure period. The notice may include an effective Contract Termination date if the breach is not cured by the stated date and, unless otherwise modified by the non-breaching party in writing prior to the Termination date, no further action shall be required of any party to effect the Termination as of the stated date. If the notice does not set forth an effective Contract Termination date, then the non-breaching party may Terminate the Contract by giving the breaching party no less than twenty four (24) hours' prior written notice. If DAS believes that the Contractor has not performed according to the Contract, the Client Agency may withhold payment in whole or in part pending resolution of the Performance issue, provided that DAS notifies the Contractor in writing prior to the date that the payment would have been due in accordance with Exhibit B.
12. Waiver.
- (a) No waiver of any breach of the Contract shall be interpreted or deemed to be a waiver of any other or subsequent breach. All remedies afforded in the Contract shall be taken and construed as cumulative, that is, in addition to every other remedy provided in the Contract or at law or in equity.
- (b) A party's failure to insist on strict performance of any provision of the Contract shall only be deemed to be a waiver of rights and remedies concerning that specific instance of Performance and shall not be deemed to be a waiver of any subsequent rights, remedies or breach.
13. Open Market Purchases. Failure of the Contractor to Perform within the time specified in the Contract, or failure to replace rejected or substandard Goods or fulfill unperformed Services when so requested and as the Contract provides or allows, constitutes a breach of the Contract and as a remedy for such breach, such failure shall constitute authority for DAS, if it deems it to be necessary or appropriate in its sole discretion, to Terminate the Contract and/or to purchase on the open market, Goods or Services to replace those which have been rejected, not delivered, or not Performed. The Client Agency shall invoice the

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Contractor for all such purchases to the extent that they exceed the costs and expenses in Exhibit B and the Contractor shall pay the Client Agency's invoice immediately after receiving the invoice. If DAS does not Terminate the Contract, the Client Agency will deduct such open market purchases from the Contract quantities. However, if the Client Agency deems it to be in the best interest of the State, the Client Agency may accept and use the Goods or Services delivered which are substandard in quality, subject to an adjustment in price to be determined by the Client Agency.

### 14. Purchase Orders.

- (a) The Contract itself is not an authorization for the Contractor to ship Goods or begin Performance in any way. The Contractor may begin Performance only after it has received a duly issued purchase order against the Contract for Performance.
- (b) The Client Agency shall issue a purchase order against the Contract directly to the Contractor and to no other party.
- (c) All purchase orders shall be in written or electronic form, bear the Contract number (if any) and comply with all other State and Client Agency requirements, particularly the Client Agency's requirements concerning procurement. Purchase orders issued in compliance with such requirements shall be deemed to be duly issued.
- (d) A Contractor making delivery without a duly issued purchase order in accordance with this section does so at the Contractor's own risk.
- (e) The Client Agency may, in its sole discretion, deliver to the Contractor any or all duly issued purchase orders via electronic means only, such that the Client Agency shall not have any additional obligation to deliver to the Contractor a "hard copy" of the purchase order or a copy bearing any hand-written signature or other "original" marking.

### 15. Indemnification.

- (a) The Contractor shall indemnify, defend and hold harmless the State and its officers, representatives, agents, servants, employees, successors and assigns from and against any and all (1) Claims arising, directly or indirectly, in connection with the Contract, including the acts of commission or omission (collectively, the "Acts") of the Contractor or Contractor Parties; and (2) liabilities, damages, losses, costs and expenses, including but not limited to, attorneys' and other professionals' fees, arising, directly or indirectly, in connection with Claims, Acts or the Contract. The Contractor shall use counsel reasonably acceptable to the State in carrying out its obligations under this section. The Contractor's obligations under this section to indemnify, defend and hold harmless against Claims includes Claims concerning confidentiality of any part of or all of the Contractor's bid, proposal or any Records, any intellectual property rights, other proprietary rights of any person or entity, copyrighted or uncopyrighted compositions, secret processes, patented or unpatented inventions, articles or appliances furnished or used in the Performance.
- (b) The Contractor shall not be responsible for indemnifying or holding the State harmless from any liability arising due to the negligence of the State or any other person or entity acting under the direct control or supervision of the State.
- (c) The Contractor shall reimburse the State for any and all damages to the real or personal property of the State caused by the Acts of the Contractor or any Contractor Parties. The State shall give the Contractor reasonable notice of any such Claims.

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- (d) The Contractor's duties under this section shall remain fully in effect and binding in accordance with the terms and conditions of the Contract, without being lessened or compromised in any way, even where the Contractor is alleged or is found to have merely contributed in part to the Acts giving rise to the Claims and/or where the State is alleged or is found to have contributed to the Acts giving rise to the Claims.
  - (e) The Contractor shall carry and maintain at all times during the term of the Contract, and during the time that any provisions survive the term of the Contract, sufficient general liability insurance to satisfy its obligations under this Contract. The Contractor shall cause the State to be named as an additional insured on the policy and shall provide (1) a certificate of insurance, (2) the declaration page and (3) the additional insured endorsement to the policy to DAS all in an electronic format acceptable to DAS prior to the Effective Date of the Contract evidencing that the State is an additional insured. The Contractor shall not begin Performance until the delivery of these 3 documents to DAS. Contractor shall provide an annual electronic update of the 3 documents to DAS on or before each anniversary of the Effective Date during the Contract Term. State shall be entitled to recover under the insurance policy even if a body of competent jurisdiction determines that State is contributorily negligent.
  - (f) This section shall survive the Termination of the Contract and shall not be limited by reason of any insurance coverage.
16. Forum and Choice of Law. The parties deem the Contract to have been made in the City of Hartford, State of Connecticut. Both parties agree that it is fair and reasonable for the validity and construction of the Contract to be, and it shall be, governed by the laws and court decisions of the State of Connecticut, without giving effect to its principles of conflicts of laws. To the extent that any immunities provided by Federal law or the laws of the State of Connecticut do not bar an action against the State, and to the extent that these courts are courts of competent jurisdiction, for the purpose of venue, the complaint shall be made returnable to the Judicial District of Hartford only or shall be brought in the United States District Court for the District of Connecticut only, and shall not be transferred to any other court, provided, however, that nothing here constitutes a waiver or compromise of the sovereign immunity of the State of Connecticut. The Contractor waives any objection which it may now have or will have to the laying of venue of any Claims in any forum and further irrevocably submits to such jurisdiction in any suit, action or proceeding.
17. Contractor Guaranties. Contractor shall:
- (a) Perform fully under the Contract;
  - (b) Guarantee the Goods or Services against defective material or workmanship and to repair any damage or marring occasioned in transit or, at the Client Agency's option, replace them;
  - (c) Furnish adequate protection from damage for all work and to repair damage of any kind, for which its workers are responsible, to the premises, Goods, the Contractor's work or that of Contractor Parties;
  - (d) With respect to the provision of Services, pay for all permits, licenses and fees and give all required or appropriate notices;

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- (e) Adhere to all Contractual provisions ensuring the confidentiality of Records that the Contractor has access to and are exempt from disclosure under the State's Freedom of Information Act or other applicable law; and
  - (f) Neither disclaim, exclude nor modify the implied warranties of fitness for a particular purpose or of merchantability.
18. Implied Warranties. DAS does not disclaim, exclude or modify the implied warranty of fitness for a particular purpose or the warranty of merchantability.
19. Goods, Standards and Appurtenances. Any Goods delivered must be standard new Goods, latest model, except as otherwise specifically stated in the Contract. Remanufactured, refurbished or reconditioned equipment may be accepted but only to the extent allowed under the Contract. Where the Contract does not specifically list or describe any parts or nominal appurtenances of equipment for the Goods, it shall be understood that the Contractor shall deliver such equipment and appurtenances as are usually provided with the manufacturer's stock model.
20. Delivery.
- (a) Delivery shall be made as ordered and in accordance with the Contract. Unless otherwise specified in the Contract, delivery shall be to a loading dock or receiving platform. The Contractor or Contractor's shipping designee shall be responsible for removal of Goods from the carrier and placement on the Client Agency loading dock or receiving platform. The receiving personnel of the Client Agency are not required to assist in this process. The decision of DAS as to reasonable compliance with delivery terms shall be final and binding. The burden of proof of proper receipt of the order shall rest with the Contractor.
  - (b) In order for the time of delivery to be extended, the Client Agency must first approve a request for extension from the time specified in the Contract, such extension applying only to the particular item or shipment.
  - (c) Goods shall be securely and properly packed for shipment, according to accepted standard commercial practice, without extra charge for packing cases, baling or sacks. The containers shall remain the property of the Client Agency unless otherwise stated in the Contract.
  - (d) All risk of loss and damage to the Goods transfers to the Client Agency upon Title vesting in the Client Agency.
21. Goods Inspection. The Commissioner of DAS, in consultation with the Client Agency, shall determine the manner and prescribe the inspection of all Goods and the tests of all samples submitted to determine whether they comply with all of the specifications in the Contract. If any Goods fail in any way to meet the specifications in the Contract, the Client Agency or the Commissioner of DAS may, in its sole discretion, either reject it and owe nothing or accept it and pay for it on an adjusted price basis, depending on the degree to which the Goods meet the specifications. Any decision pertaining to any such failure or rejection shall be final and binding.
22. Emergency Standby for Goods and/or Services. If any Federal or State official, having authority to do so, declares an emergency or the occurrence of a natural disaster within the State of Connecticut, DAS and the Client Agency may request the Goods and Services on an expedited and prioritized basis. Upon receipt of such a request the Contractor shall make all necessary and appropriate commercially reasonable efforts to reallocate its staffing and



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other resources in order to give primary preference to Performing this Contract ahead of or prior to fulfilling, in whole or in part, any other contractual obligations that the Contractor may have. The Contractor is not obligated to make those efforts to Perform on an expedited and prioritized basis in accordance with this paragraph if doing so will make the Contractor materially breach any other contractual obligations that the Contractor may have. Contractor shall acknowledge receipt of any request made pursuant to this paragraph within 2 hours from the time that the Contractor receives it via purchase order or through a request to make an expedited or prioritized purchase through the State of Connecticut Purchasing Card (MasterCard) Program (the "P-Card Program"). If the Contractor fails to acknowledge receipt within 2 hours, confirm its obligation to Perform or actually Perform, as set forth in the purchase order or through the P-Card Program, then DAS and the Client Agency may procure the Performance from another source without further notice to Contractor and without creating any right of recourse at law or in equity against DAS or Client Agency.

23. Setoff. In addition to all other remedies available hereunder, the State, in its sole discretion, may setoff (1) any costs or expenses that the State incurs resulting from the Contractor's unexcused nonperformance under the Contract and under any other agreement or arrangement that the Contractor has with the State and (2) any other amounts that are due or may become due from the State to the Contractor, against amounts otherwise due or that may become due to the Contractor under the Contract, or under any other agreement or arrangement that the Contractor has with the State. The State's right of setoff shall not be deemed to be the State's exclusive remedy for the Contractor's or Contractor Parties' breach of the Contract, all of which shall survive any setoffs by the State.
24. Force Majeure. The State and the Contractor shall not be excused from their obligation to Perform in accordance with the Contract except in the case of Force Majeure events and as otherwise provided for in the Contract. In the case of any such exception, the nonperforming party shall give immediate written notice to the other, explaining the cause and probable duration of any such nonperformance.
25. Advertising. The Contractor shall not refer to sales to the State for advertising or promotional purposes, including, but not limited to, posting any material or data on the Internet, without DAS's prior written approval.
26. Americans With Disabilities Act. The Contractor shall be and remain in compliance with the Americans with Disabilities Act of 1990 ("Act"), to the extent applicable, during the term of the Contract. DAS may Terminate the Contract if the Contractor fails to comply with the Act.
27. Representations and Warranties. The Contractor, represents and warrants to DAS for itself and Contractor Parties, that:
  - (a) if they are entities, they are duly and validly existing under the laws of their respective states of organization and authorized to conduct business in the State of Connecticut in the manner contemplated by the Contract. Further, as appropriate, they have taken all necessary action to authorize the execution, delivery and Performance of the Contract and have the power and authority to execute, deliver and Perform their obligations under the Contract;
  - (b) they will comply with all applicable State and Federal laws and municipal ordinances in satisfying their obligations to the State under and pursuant to the Contract, including, but not limited to (1) Connecticut General Statutes Title 1, Chapter 10, concerning the State's

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Codes of Ethics and (2) Title 4a concerning State purchasing, including, but not limited to Section 22a-194a concerning the use of polystyrene foam;

- (c) the execution, delivery and Performance of the Contract will not violate, be in conflict with, result in a breach of or constitute (with or without due notice and/or lapse of time) a default under any of the following, as applicable: (1) any provision of law; (2) any order of any court or the State; or (3) any indenture, agreement, document or other instrument to which it is a party or by which it may be bound;
- (d) they are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any governmental entity;
- (e) as applicable, they have not, within the three years preceding the Contract, in any of their current or former jobs, been convicted of, or had a civil judgment rendered against them or against any person who would Perform under the Contract, for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a transaction or contract with any governmental entity. This includes, but is not limited to, violation of Federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
- (f) they are not presently indicted for or otherwise criminally or civilly charged by any governmental entity with commission of any of the offenses listed above;
- (g) they have not within the three years preceding the Contract had one or more contracts with any governmental entity Terminated;
- (h) they have not employed or retained any entity or person, other than a bona fide employee working solely for them, to solicit or secure the Contract and that they have not paid or agreed to pay any entity or person, other than a bona fide employee working solely for them, any fee, commission, percentage, brokerage fee, gifts, or any other consideration contingent upon or resulting from the award or making of the Contract or any assignments made in accordance with the terms of the Contract;
- (i) to the best of their knowledge, there are no Claims involving the Contractor or Contractor Parties that might reasonably be expected to materially adversely affect their businesses, operations, assets, properties, financial stability, business prospects or ability to Perform fully under the Contract;
- (j) they shall disclose, to the best of their knowledge, to DAS in writing any Claims involving them that might reasonably be expected to materially adversely affect their businesses, operations, assets, properties, financial stability, business prospects or ability to Perform fully under the Contract, no later than ten (10) Days after becoming aware or after they should have become aware of any such Claims. For purposes of the Contractor's obligation to disclose any Claims to DAS, the ten (10) Days in the section of this Contract concerning Disclosure of Contractor Parties Litigation shall run consecutively with the ten (10) Days provided for in this representation and warranty;
- (k) their participation in the Invitation to Bid process is not a conflict of interest or a breach of ethics under the provisions of Title 1, Chapter 10 of the Connecticut General Statutes concerning the State's Code of Ethics;

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- (l) the Bid was not made in connection or concert with any other person or entity, including any affiliate (as defined in the Tangible Personal Property section of this Contract) of the Contractor, submitting a bid for the same Goods or Services, and is in all respects fair and without collusion or fraud;
- (m) they are able to Perform under the Contract using their own resources or the resources of a party who is not a Contractor;
- (n) the Contractor shall obtain in a written contract all of the representations and warranties in this section from any Contractor Parties and to require that provision to be included in any contracts and purchase orders with Contractor Parties;
- (o) they have paid all applicable workers' compensation second injury fund assessments concerning all previous work done in Connecticut;
- (p) they have a record of compliance with Occupational Health and Safety Administration regulations without any unabated, willful or serious violations;
- (q) they owe no unemployment compensation contributions;
- (r) they are not delinquent in the payment of any taxes owed, or, that they have filed a sales tax security bond, and they have, if and as applicable, filed for motor carrier road tax stickers and have paid all outstanding road taxes;
- (s) all of their vehicles have current registrations and, unless such vehicles are no longer in service, they shall not allow any such registrations to lapse;
- (t) each Contractor Party has vested in the Contractor plenary authority to bind the Contractor Parties to the full extent necessary or appropriate to ensure full compliance with and Performance in accordance with all of the terms and conditions of the Contract and that all appropriate parties shall also provide to DAS, no later than fifteen (15) days after receiving a request from DAS, such information as DAS may require to evidence, in DAS's sole determination, compliance with this section;
- (u) except to the extent modified or abrogated in the Contract, all Title shall pass to the Client Agency upon complete installation, testing and acceptance of the Goods or Services and payment by the Client Agency;
- (v) if either party Terminates the Contract, for any reason, they shall relinquish to the Client Agency all Title to the Goods delivered, accepted and paid for (except to the extent any invoiced amount is disputed) by the Client Agency;
- (w) with regard to third party products provided with the Goods, they shall transfer all licenses which they are permitted to transfer in accordance with the applicable third party license;
- (x) they shall not copyright, register, distribute or claim any rights in or to the Goods after the Effective Date of the Contract without DAS's prior written consent;
- (y) they either own or have the authority to use all Title of and to the Goods, and that such Title is not the subject of any encumbrances, liens or claims of ownership by any third party;
- (z) the Goods do not infringe or misappropriate any patent, trade secret or other intellectual property right of a third party;

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- (aa) the Client Agency's use of any Goods shall not infringe or misappropriate any patent, trade secret or other intellectual property right of a third party;
- (bb) if they procure any Goods, they shall sub-license such Goods and that the Client Agency shall be afforded the full benefits of any manufacturer or subcontractor licenses for the use of the Goods; and
- (cc) they shall assign or otherwise transfer to the Client Agency, or afford the Client Agency the full benefits of any manufacturer's warranty for the Goods, to the extent that such warranties are assignable or otherwise transferable to the Client Agency.

**28. Representations and Warranties Concerning Motor Vehicles.** If in the course of Performance or in any other way related to the Contract the Contractor at any time uses or operates "motor vehicles," as that term is defined by Conn. Gen. Stat. §14-1 (including, but not limited to such services as snow plowing, sanding, hauling or delivery of materials, freight or merchandise, or the transportation of passengers), the Contractor, represents and warrants for itself and the Contractor Parties, that:

- (a) It is the owner of record or lessee of record of each such motor vehicle used in the Performance of the Contract, and each such motor vehicle is duly registered with the Connecticut Department of Motor Vehicles ("ConnDMV") in accordance with the provisions of Chapter 246 of the Connecticut General Statutes. Each such registration shall be in valid status, and shall not be expired, suspended or revoked by ConnDMV, for any reason or cause. If such motor vehicle is not registered with ConnDMV, then it shall be duly registered with another state or commonwealth in accordance with such other state's or commonwealth's applicable statutes. Each such registration shall be in valid status, and shall not be expired, suspended or revoked by such other state or commonwealth for any reason or cause.
- (b) Each such motor vehicle shall be fully insured in accordance with the provisions of Sections 14-12b, 14-112 and 38a-371 of the Connecticut General Statutes, as amended, in the amounts required by the said sections or in such higher amounts as have been specified by ConnDMV as a condition for the award of the Contract, or in accordance with all substantially similar provisions imposed by the law of the jurisdiction where the motor vehicle is registered.
- (c) Each Contractor Party who uses or operates a motor vehicle at any time in the Performance of the Contract shall have and maintain a motor vehicle operator's license or commercial driver's license of the appropriate class for the motor vehicle being used or operated. Each such license shall bear the endorsement or endorsements required by the provisions of Section 14-36a of the Connecticut General Statutes, as amended, to operate such motor vehicle, or required by substantially similar provisions imposed by the law of another jurisdiction in which the operator is licensed to operate such motor vehicle. The license shall be in valid status, and shall not be expired, suspended or revoked by ConnDMV or such other jurisdiction for any reason or cause.
- (d) Each motor vehicle shall be in full compliance with all of the terms and conditions of all provisions of the Connecticut General Statutes and regulations, or those of the jurisdiction where the motor vehicle is registered, pertaining to the mechanical condition, equipment, marking and operation of motor vehicles of such type, class and weight, including, but not limited to, requirements for intrastate carriers with motor vehicles having a gross vehicle weight rating or gross combination weight rating or gross vehicle weight or gross

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combination weight of 18,001 pounds or more or interstate carriers with motor vehicles having a gross vehicle weight rating or gross combination weight rating or gross vehicle weight or gross combination weight of 10,001 pounds or more otherwise described by the provisions of Conn. Gen. Stat. § 14-163c(a) and all applicable provisions of the Federal Motor Carrier Safety Regulations, as set forth in Title 49, Parts 382 to 399, inclusive, of the Code of Federal Regulations. If the Contractor is a "motor carrier," as that term is defined in section 49 CFR Part 390, and the Contractor is subject to an order issued by the Federal Motor Carrier Safety Administration that prohibits such Contractor from operating or allowing the operation of a motor vehicle, then the Contractor shall comply fully with such order. In addition, if a motor vehicle or its operator is declared out of service pursuant to Conn. Gen. Stat. § 14-163c(d)(4), then the Contractor shall not operate or allow the operation of that motor vehicle and shall not allow the operator to operate a motor vehicle while the respective subject out-of-service order is in effect.

29. Disclosure of Contractor Parties Litigation. The Contractor shall require that all Contractor Parties, as appropriate, disclose to the Contractor, to the best of their knowledge, any Claims involving the Contractor Parties that might reasonably be expected to materially adversely affect their businesses, operations, assets, properties, financial stability, business prospects or ability to Perform fully under the Contract, no later than ten (10) Days after becoming aware or after they should have become aware of any such Claims. Disclosure shall be in writing.
30. Entirety of Contract. The Contract is the entire agreement between the parties with respect to its subject matter, and supersedes all prior agreements, bids, offers, counteroffers and understandings of the parties, whether written or oral. The Contract has been entered into after full investigation, neither party relying upon any statement or representation by the other unless such statement or representation is specifically embodied in the Contract.
31. Exhibits. All exhibits referred to in and attached to this Contract are incorporated in this Contract by such reference and shall be deemed to be a part of it as if they had been fully set forth in it.
32. Executive Orders. This Contract is subject to the provisions of Executive Order No. Three of Governor Thomas J. Meskill, promulgated June 16, 1971, concerning labor employment practices, Executive Order No. Seventeen of Governor Thomas J. Meskill, promulgated February 15, 1973, concerning the listing of employment openings and Executive Order No. Sixteen of Governor John G. Rowland promulgated August 4, 1999, concerning violence in the workplace, all of which are incorporated into and are made a part of the Contract as if they had been fully set forth in it. The Contract may also be subject to Executive Order No. 14 of Governor M. Jodi Rell, promulgated April 17, 2006, concerning procurement of cleaning products and services, Executive Order No. 61 of Governor Dannel P. Malloy promulgated December 13, 2017 concerning the Policy for the Management of State Information Technology Projects, as issued by the Office of Policy and Management, Policy ID IT-SDLC-17-04, and Executive Order No. 49 of Governor Dannel P. Malloy, promulgated May 22, 2015, mandating disclosure of certain gifts to public employees and contributions to certain candidates for office in accordance with their respective terms and conditions. If Executive Orders 14, 61 or 49 are applicable, it is deemed to be incorporated into and are made a part of the Contract as if it had been fully set forth in it. At the Contractor's request, the State shall provide a copy of these orders to the Contractor.
33. Non-discrimination.
  - (a) For purposes of this Section, the following terms are defined as follows:

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- (1) "Commission" means the Commission on Human Rights and Opportunities;
- (2) "Contract" and "contract" include any extension or modification of the Contract or contract;
- (3) "Contractor" and "contractor" include any successors or assigns of the Contractor or contractor;
- (4) "Gender identity or expression" means a person's gender-related identity, appearance or behavior, whether or not that gender-related identity, appearance or behavior is different from that traditionally associated with the person's physiology or assigned sex at birth, which gender-related identity can be shown by providing evidence including, but not limited to, medical history, care or treatment of the gender-related identity, consistent and uniform assertion of the gender-related identity or any other evidence that the gender-related identity is sincerely held, part of a person's core identity or not being asserted for an improper purpose.
- (5) "good faith" means that degree of diligence which a reasonable person would exercise in the performance of legal duties and obligations;
- (6) "good faith efforts" shall include, but not be limited to, those reasonable initial efforts necessary to comply with statutory or regulatory requirements and additional or substituted efforts when it is determined that such initial efforts will not be sufficient to comply with such requirements;
- (7) "marital status" means being single, married as recognized by the state of Connecticut, widowed, separated or divorced;
- (8) "mental disability" means one or more mental disorders, as defined in the most recent edition of the American Psychiatric Association's "Diagnostic and Statistical Manual of Mental Disorders", or a record of or regarding a person as having one or more such disorders;
- (9) "minority business enterprise" means any small contractor or supplier of materials fifty-one percent or more of the capital stock, if any, or assets of which is owned by a person or persons: (1) who are active in the daily affairs of the enterprise, (2) who have the power to direct the management and policies of the enterprise, and (3) who are members of a minority, as such term is defined in subsection (a) of Connecticut General Statutes § 32-9n; and
- (10) "public works contract" means any agreement between any individual, firm or corporation and the State or any political subdivision of the State other than a municipality for construction, rehabilitation, conversion, extension, demolition or repair of a public building, highway or other changes or improvements in real property, or which is financed in whole or in part by the State, including, but not limited to, matching expenditures, grants, loans, insurance or guarantees.

For purposes of this Section, the terms "Contract" and "contract" do not include a contract where each contractor is (1) a political subdivision of the state, including, but not limited to, a municipality, unless the contract is a municipal public works contract or quasi-public agency project contract, (2) any other state, including but not limited to any federally recognized Indian tribal governments, as defined in C.G.S. § 1-267, (3) the federal government, (4) a foreign

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government, or (5) an agency of a subdivision, state or government described in the immediately preceding enumerated items (1), (2), (3), or (4).

(b)

(1) The Contractor agrees and warrants that in the performance of the Contract such Contractor will not discriminate or permit discrimination against any person or group of persons on the grounds of race, color, religious creed, age, marital status, national origin, ancestry, sex, gender identity or expression, status of a veteran, intellectual disability, mental disability or physical disability, including, but not limited to, blindness, unless it is shown by such Contractor that such disability prevents performance of the work involved, in any manner prohibited by the laws of the United States or of the State of Connecticut; and the Contractor further agrees to take affirmative action to [insure] ensure that applicants with job-related qualifications are employed and that employees are treated when employed without regard to their race, color, religious creed, age, marital status, national origin, ancestry, sex, gender identity or expression, status of a veteran, intellectual disability, mental disability or physical disability, including, but not limited to, blindness, unless it is shown by the Contractor that such disability prevents performance of the work involved; (2) the Contractor agrees, in all solicitations or advertisements for employees placed by or on behalf of the Contractor, to state that it is an "affirmative action-equal opportunity employer" in accordance with regulations adopted by the Commission; (3) the Contractor agrees to provide each labor union or representative of workers with which the Contractor has a collective bargaining agreement or other contract or understanding and each vendor with which the Contractor has a contract or understanding, a notice to be provided by the Commission, advising the labor union or workers' representative of the Contractor's commitments under this section and to post copies of the notice in conspicuous places available to employees and applicants for employment; (4) the Contractor agrees to comply with each provision of this Section and Connecticut General Statutes §§ 46a-68e and 46a-68f and with each regulation or relevant order issued by said Commission pursuant to Connecticut General Statutes §§ 46a-56, 46a-68e and 46a-68f; and (5) the Contractor agrees to provide the Commission on Human Rights and Opportunities with such information requested by the Commission, and permit access to pertinent books, records and accounts, concerning the employment practices and procedures of the Contractor as relate to the provisions of this Section and Connecticut General Statutes § 46a-56. If the contract is a public works contract, the Contractor agrees and warrants that he will make good faith efforts to employ minority business enterprises as subcontractors and suppliers of materials on such public works projects.

- (c) Determination of the Contractor's good faith efforts shall include, but shall not be limited to, the following factors: The Contractor's employment and subcontracting policies, patterns and practices; affirmative advertising, recruitment and training; technical assistance activities and such other reasonable activities or efforts as the Commission may prescribe that are designed to ensure the participation of minority business enterprises in public works projects.
- (d) The Contractor shall develop and maintain adequate documentation, in a manner prescribed by the Commission, of its good faith efforts.
- (e) The Contractor shall include the provisions of subsection (b) of this Section in every subcontract or purchase order entered into in order to fulfill any obligation of a contract with the State and such provisions shall be binding on a subcontractor, vendor or manufacturer unless exempted by regulations or orders of the Commission. The

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Contractor shall take such action with respect to any such subcontract or purchase order as the Commission may direct as a means of enforcing such provisions including sanctions for noncompliance in accordance with Connecticut General Statutes §46a-56; provided if such Contractor becomes involved in, or is threatened with, litigation with a subcontractor or vendor as a result of such direction by the Commission, the Contractor may request the State of Connecticut to enter into any such litigation or negotiation prior thereto to protect the interests of the State and the State may so enter.

- (f) The Contractor agrees to comply with the regulations referred to in this Section as they exist on the date of this Contract and as they may be adopted or amended from time to time during the term of this Contract and any amendments thereto.
- (g)
  - (1) The Contractor agrees and warrants that in the performance of the Contract such Contractor will not discriminate or permit discrimination against any person or group of persons on the grounds of sexual orientation, in any manner prohibited by the laws of the United States or the State of Connecticut, and that employees are treated when employed without regard to their sexual orientation; (2) the Contractor agrees to provide each labor union or representative of workers with which such Contractor has a collective bargaining agreement or other contract or understanding and each vendor with which such Contractor has a contract or understanding, a notice to be provided by the Commission on Human Rights and Opportunities advising the labor union or workers' representative of the Contractor's commitments under this section, and to post copies of the notice in conspicuous places available to employees and applicants for employment; (3) the Contractor agrees to comply with each provision of this section and with each regulation or relevant order issued by said Commission pursuant to Connecticut General Statutes § 46a-56; and (4) the Contractor agrees to provide the Commission on Human Rights and Opportunities with such information requested by the Commission, and permit access to pertinent books, records and accounts, concerning the employment practices and procedures of the Contractor which relate to the provisions of this Section and Connecticut General Statutes § 46a-56.
- (h) The Contractor shall include the provisions of the foregoing paragraph in every subcontract or purchase order entered into in order to fulfill any obligation of a contract with the State and such provisions shall be binding on a subcontractor, vendor or manufacturer unless exempted by regulations or orders of the Commission. The Contractor shall take such action with respect to any such subcontract or purchase order as the Commission may direct as a means of enforcing such provisions including sanctions for noncompliance in accordance with Connecticut General Statutes § 46a-56; provided, if such Contractor becomes involved in, or is threatened with, litigation with a subcontractor or vendor as a result of such direction by the Commission, the Contractor may request the State of Connecticut to enter into any such litigation or negotiation prior thereto to protect the interests of the State and the State may so enter.

### 34. Tangible Personal Property.

- (a) The Contractor on its behalf and on behalf of its Affiliates, as defined below, shall comply with the provisions of Conn. Gen. Stat. §12-411b, as follows:
  - (1) For the term of the Contract, the Contractor and its Affiliates shall collect and remit to the State of Connecticut, Department of Revenue Services, any Connecticut use tax due under the provisions of Chapter 219 of the Connecticut General Statutes for items of tangible



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personal property sold by the Contractor or by any of its Affiliates in the same manner as if the Contractor and such Affiliates were engaged in the business of selling tangible personal property for use in Connecticut and had sufficient nexus under the provisions of Chapter 219 to be required to collect Connecticut use tax;

- (2) A customer's payment of a use tax to the Contractor or its Affiliates relieves the customer of liability for the use tax;
  - (3) The Contractor and its Affiliates shall remit all use taxes they collect from customers on or before the due date specified in the Contract, which may not be later than the last day of the month next succeeding the end of a calendar quarter or other tax collection period during which the tax was collected;
  - (4) The Contractor and its Affiliates are not liable for use tax billed by them but not paid to them by a customer; and
  - (5) Any Contractor or Affiliate who fails to remit use taxes collected on behalf of its customers by the due date specified in the Contract shall be subject to the interest and penalties provided for persons required to collect sales tax under chapter 219 of the general statutes.
- (b) For purposes of this section of the Contract, the word "Affiliate" means any person, as defined in section 12-1 of the general statutes, that controls, is controlled by, or is under common control with another person. A person controls another person if the person owns, directly or indirectly, more than ten per cent of the voting securities of the other person. The word "voting security" means a security that confers upon the holder the right to vote for the election of members of the board of directors or similar governing body of the business, or that is convertible into, or entitles the holder to receive, upon its exercise, a security that confers such a right to vote. "Voting security" includes a general partnership interest.
- (c) The Contractor represents and warrants that each of its Affiliates has vested in the Contractor plenary authority to so bind the Affiliates in any agreement with the State of Connecticut. The Contractor on its own behalf and on behalf of its Affiliates shall also provide, no later than 30 days after receiving a request by the State's contracting authority, such information as the State may require to ensure, in the State's sole determination, compliance with the provisions of Chapter 219 of the Connecticut General Statutes, including, but not limited to, §12-411b.
35. Whistleblowing. This Contract may be subject to the provisions of Section 4-61dd of the Connecticut General Statutes. In accordance with this statute, if an officer, employee or appointing authority of the Contractor takes or threatens to take any personnel action against any employee of the Contractor in retaliation for such employee's disclosure of information to any employee of the contracting state or quasi-public agency or the Auditors of Public Accounts or the Attorney General under the provisions of subsection (a) of such statute, the Contractor shall be liable for a civil penalty of not more than five thousand dollars for each offense, up to a maximum of twenty per cent of the value of this Contract. Each violation shall be a separate and distinct offense and in the case of a continuing violation, each calendar day's continuance of the violation shall be deemed to be a separate and distinct offense. The State may request that the Attorney General bring a civil action in the Superior Court for the Judicial District of Hartford to seek imposition and recovery of such civil penalty. In accordance with subsection (f) of such statute, each large state contractor, as defined in the statute, shall post a notice of the provisions of the statute

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relating to large state contractors in a conspicuous place which is readily available for viewing by the employees of the Contractor.

36. **Notice.** All notices, demands, requests, consents, approvals or other communications required or permitted to be given or which are given with respect to this Contract (for the purpose of this section collectively called "Notices") shall be deemed to have been effected at such time as the notice is placed in the U.S. mail, first class and postage pre-paid, return receipt requested or placed with a recognized, overnight express delivery service that provides for a return receipt. All such Notices shall be in writing and shall be addressed as follows:

If to DAS:

State of Connecticut Department of Administrative Services  
Procurement Division  
450 Columbus Boulevard, Suite 1202  
Hartford, CT 06103  
Attention: Rob Zalucki

If to the Contractor:

At the address set forth on Form SP-38.

37. **Insurance.** Before commencing Performance, the Contractor shall obtain and maintain at its own cost and expense for the duration of the Contract, the following insurance as described in (a) through (h) below. Contractor shall assume any and all deductibles in the described insurance policies. The Contractor's insurers shall have no right of recovery or subrogation against the State and the described Contractor's insurance shall be primary coverage. Any failure to comply with the claim reporting provisions of the policy shall not affect coverage provided to the State.

(a) Reserved

(b) Commercial General Liability: \$1,000,000 combined single limit per occurrence for bodily injury, personal injury and property damage. Coverage shall include, Premises and Operations, Independent Contractors, Products and Completed Operations, Contractual Liability and Broad Form Property Damage coverage. If a general aggregate is used, the general aggregate limit shall apply separately to the project or the general aggregate limit shall be twice the occurrence limit.

(c) Automobile Liability: \$1,000,000 combined single limit per accident for bodily injury. Coverage extends to owned, hired and non-owned automobiles. If the vendor/contractor does not own an automobile, but one is used in the execution of the contract, then only hired and non-owned coverage is required. If a vehicle is not used in the execution of the contract then automobile coverage is not required.

(d) Workers' Compensation and Employers Liability: Statutory coverage in compliance with the Compensation laws of the State of Connecticut. Coverage shall include Employer's Liability with minimum limits of \$100,000 each accident, \$500,000 Disease – Policy limit, \$100,000 each employee.

(e) Reserved

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(f) **Umbrella Liability:** Excess/umbrella liability insurance may be included to meet minimum requirements. Umbrella coverage must indicate the existing underlying insurance coverage.

(g) **Claims Made:** Not acceptable with the exception of Professional Liability when specified.

(h) **Reserved**

38. **Headings.** The headings given to the sections in the Contract are inserted only for convenience and are in no way to be construed as part of the Contract or as a limitation of the scope of the particular section to which the heading refers.

39. **Number and Gender.** Whenever the context so requires, the plural or singular shall include each other and the use of any gender shall include all genders.

40. **Parties.** To the extent that any Contractor Party is to participate or Perform in any way, directly or indirectly in connection with the Contract, any reference in the Contract to "Contractor" shall also be deemed to include "Contractor Parties," as if such reference had originally specifically included "Contractor Parties" since it is the parties' intent for the terms "Contractor Parties" to be vested with the same respective rights and obligations as the term "Contractor."

41. **Contractor Changes.** The Contractor shall notify DAS in writing no later than ten (10) Days from the effective date of any change in:

- a. its certificate of incorporation or other organizational document;
- b. more than a controlling interest in the ownership of the Contractor; or
- c. the individual(s) in charge of the Performance.

This change shall not relieve the Contractor of any responsibility for the accuracy and completeness of the Performance. DAS, after receiving written notice by the Contractor of any such change, may require such agreements, releases and other instruments evidencing, to DAS's satisfaction, that any individuals retiring or otherwise separating from the Contractor have been compensated in full or that provision has been made for compensation in full, for all work performed under terms of the Contract. The Contractor shall deliver such documents to DAS in accordance with the terms of DAS's written request. DAS may also require, and the Contractor shall deliver, a financial statement showing that solvency of the Contractor is maintained. The death of any Contractor Party, as applicable, shall not release the Contractor from the obligation to Perform under the Contract; the surviving Contractor Parties, as appropriate, must continue to Perform under the Contract until Performance is fully completed.

42. **Further Assurances.** The parties shall provide such information, execute and deliver any instruments and documents and take such other actions as may be necessary or reasonably requested by the other party which are not inconsistent with the provisions of this Contract and which do not involve the vesting of rights or assumption of obligations other than those provided for in the Contract, in order to give full effect to the Contract and to carry out the intent of the Contract.

43. **Audit and Inspection of Plants, Places of Business and Records.**

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- (a) The State and its agents, including, but not limited to, the Connecticut Auditors of Public Accounts, Attorney General and State's Attorney and their respective agents, may, at reasonable hours, inspect and examine all of the parts of the Contractor's and Contractor Parties' plants and places of business which, in any way, are related to, or involved in, the performance of this Contract.
  - (b) The Contractor shall maintain, and shall require each of the Contractor Parties to maintain, accurate and complete Records. The Contractor shall make all of its and the Contractor Parties' Records available at all reasonable hours for audit and inspection by the State and its agents.
  - (c) The State shall make all requests for any audit or inspection in writing and shall provide the Contractor with at least twenty-four (24) hours' notice prior to the requested audit and inspection date. If the State suspects fraud or other abuse, or in the event of an emergency, the State is not obligated to provide any prior notice.
  - (d) The Contractor will pay for all costs and expenses of any audit or inspection which reveals information that, in the sole determination of the State, is sufficient to constitute a breach by the Contractor under this Contract. The Contractor will remit full payment to the State for such audit or inspection no later than 30 days after receiving an invoice from the State. If the State does not receive payment within such time, the State may setoff the amount from any moneys which the State would otherwise be obligated to pay the Contractor in accordance with this Contract's Setoff provision.
  - (e) The Contractor shall keep and preserve or cause to be kept and preserved all of its and Contractor Parties' Records until three (3) years after the latter of (i) final payment under this Contract, or (ii) the expiration or earlier termination of this Contract, as the same may be modified for any reason. The State may request an audit or inspection at any time during this period. If any Claim or audit is started before the expiration of this period, the Contractor shall retain or cause to be retained all Records until all Claims or audit findings have been resolved.
  - (f) The Contractor shall cooperate fully with the State and its agents in connection with an audit or inspection. Following any audit or inspection, the State may conduct and the Contractor shall cooperate with an exit conference.
  - (g) The Contractor shall incorporate this entire Section verbatim into any contract or other agreement that it enters into with any Contractor Party.
44. Background Checks. The State may require that the Contractor and Contractor Parties undergo criminal background checks as provided for in the State of Connecticut Department of Emergency Services and Public Protection Administration and Operations Manual or such other State document as governs procedures for background checks. The Contractor and Contractor Parties shall cooperate fully as necessary or reasonably requested with the State and its agents in connection with such background checks.
45. Continued Performance. The Contractor and Contractor Parties shall continue to Perform their obligations under the Contract while any dispute concerning the Contract is being resolved.
46. Working and Labor Synergies. The Contractor shall be responsible for maintaining a tranquil working relationship between the Contractor work force, the Contractor Parties and their

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work force, State employees, and any other contractors present at the work site. The Contractor shall quickly resolve all labor disputes which result from the Contractor's or Contractor Parties' presence at the work site, or other action under their control. Labor disputes shall not be deemed to be sufficient cause to allow the Contractor to make any claim for additional compensation for cost, expenses or any other loss or damage, nor shall those disputes be deemed to be sufficient reason to relieve the Contractor from any of its obligations under the Contract.

### 47. Contractor Responsibility.

- (a) The Contractor shall be responsible for the entire Performance under the Contract regardless of whether the Contractor itself performs. The Contractor shall be the sole point of contact concerning the management of the Contract, including Performance and payment issues. The Contractor is solely and completely responsible for adherence by the Contractor Parties to all applicable provisions of the Contract.
- (b) The Contractor shall exercise all reasonable care to avoid damage to the State's property or to property being made ready for the State's use, and to all property adjacent to any work site. The Contractor shall promptly report any damage, regardless of cause, to the State.

48. Severability. If any term or provision of the Contract or its application to any person, entity or circumstance shall, to any extent, be held to be invalid or unenforceable, the remainder of the Contract or the application of such term or provision shall not be affected as to persons, entities or circumstances other than those as to whom or to which it is held to be invalid or unenforceable. Each remaining term and provision of the Contract shall be valid and enforced to the fullest extent possible by law.

49. Confidential Information. The State will afford due regard to the Contractor's request for the protection of proprietary or confidential information which the State receives. However, all materials associated with the Bid and the Contract are subject to the terms of the Connecticut Freedom of Information Act ("FOIA") and all corresponding rules, regulations and interpretations. In making such a request, the Contractor may not merely state generally that the materials are proprietary or confidential in nature and not, therefore, subject to release to third parties. Those particular sentences, paragraphs, pages or sections that the Contractor believes are exempt from disclosure under the FOIA must be specifically identified as such. Convincing explanation and rationale sufficient to justify each exemption consistent with the FOIA must accompany the request. The rationale and explanation must be stated in terms of the prospective harm to the competitive position of the Contractor that would result if the identified material were to be released and the reasons why the materials are legally exempt from release pursuant to the FOIA. To the extent that any other provision or part of the Contract, especially including the Bid, the Records and the specifications, conflicts or is in any way inconsistent with this section, this section controls and shall apply and the conflicting provision or part shall not be given effect. If the Contractor indicates that certain documentation is submitted in confidence, by specifically and clearly marking said documentation as CONFIDENTIAL, DAS will endeavor to keep said information confidential to the extent permitted by law. DAS, however, has no obligation to initiate, prosecute or defend any legal proceeding or to seek a protective order or other similar relief to prevent disclosure of any information that is sought pursuant to a FOIA request. The Contractor shall have the burden of establishing the availability of any FOIA exemption in any proceeding where it is an issue. In no event shall DAS or the State have any liability for the disclosure of any documents or information in its possession which the State or DAS believes are required to be disclosed pursuant to the FOIA or other requirements of law.

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### 50. References to Statutes, Public Acts, Regulations, Codes and Executive Orders.

All references in this Contract to any statute, public act, regulation, code or executive order shall mean such statute, public act, regulation, code or executive order, respectively, as it has been amended, replaced or superseded at any time. Notwithstanding any language in this Contract that relates to such statute, public act, regulation, code or executive order, and notwithstanding a lack of a formal amendment to this Contract, this Contract shall always be read and interpreted as if it contained the most current and applicable wording and requirements of such statute, public act, regulation, code or executive order as if their most current language had been used in and requirements incorporated into this Contract at the time of its execution.

### 51. Cross-Default.

- (a) If the Contractor or Contractor Parties breach, default or in any way fail to Perform satisfactorily under the Contract, then DAS may, in its sole discretion, without more and without any action whatsoever required of the State, treat any such event as a breach, default or failure to perform under any or all other agreements or arrangements (“Other Agreements”) that the Contractor or Contractor Parties have with DAS. Accordingly, DAS may then exercise at its sole option any and all of its rights or remedies provided for in the Contract or Other Agreements, either selectively or collectively and without such election being deemed to prejudice any rights or remedies of DAS, as if the Contractor or Contractor Parties had suffered a breach, default or failure to perform under the Other Agreements.
- (b) If the Contractor or Contractor Parties breach, default or in any way fail to Perform satisfactorily under any or all Other Agreements with DAS or the State, then DAS may, in its sole discretion, without more and without any action whatsoever required of the State, treat any such event as a breach, default or failure to Perform under the Contract. Accordingly, the State may then exercise at its sole option any and all of its rights or remedies provided for in the Other Agreements or the Contract, either selectively or collectively and without such election being deemed to prejudice any rights or remedies of DAS or the State, as if the Contractor or Contractor Parties had suffered a breach, default or failure to Perform under the Contract.

52. Disclosure of Records. This Contract may be subject to the provisions of section 1-218 of the Connecticut General Statutes. In accordance with this statute, each contract in excess of two million five hundred thousand dollars between a public agency and a person for the performance of a governmental function shall (a) provide that the public agency is entitled to receive a copy of records and files related to the performance of the governmental function, and (b) indicate that such records and files are subject to FOIA and may be disclosed by the public agency pursuant to FOIA. No request to inspect or copy such records or files shall be valid unless the request is made to the public agency in accordance with FOIA. Any complaint by a person who is denied the right to inspect or copy such records or files shall be brought to the Freedom of Information Commission in accordance with the provisions of sections 1-205 and 1-206 of the Connecticut General Statutes.

53. Summary of State Ethics Laws. Pursuant to the requirements of section 1-101qq of the Connecticut General Statutes, the summary of State ethics laws developed by the State Ethics Commission pursuant to section 1-81b of the Connecticut General Statutes is incorporated by reference into and made a part of the Contract as if the summary had been fully set forth in the Contract.

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54. Sovereign Immunity. The parties acknowledge and agree that nothing in the Invitation to Bid or the Contract shall be construed as a modification, compromise or waiver by the State of any rights or defenses of any immunities provided by Federal law or the laws of the State of Connecticut to the State or any of its officers and employees, which they may have had, now have or will have with respect to all matters arising out of the Contract. To the extent that this section conflicts with any other section, this section shall govern.
55. Time of the Essence. Time is of the essence with respect to all provisions of this Contract that specify a time for performance; provided, however, that this provision shall not be construed to limit or deprive a party of the benefits of any grace or use period allowed in this Contract.
56. Reserved.
57. Campaign Contribution Restriction. For all State contracts as defined in Conn. Gen. Stat. § 9-612(g)(1) having a value in a calendar year of \$50,000 or more or a combination or series of such agreements or contracts having a value of \$100,000 or more, the authorized signatory to this Contract expressly acknowledges receipt of the State Elections Enforcement Commission's notice advising state contractors of state campaign contribution and solicitation prohibitions, and will inform its principals of the contents of the notice, as set forth in "Notice to Executive Branch State Contractors and Prospective State Contractors of Campaign Contribution and Solicitation Limitations," attached as Exhibit C.
58. Reserved.
59. Protection of Confidential Information.
- (a) Contractor and Contractor Parties, at their own expense, have a duty to and shall protect from a Confidential Information Breach any and all Confidential Information which they come to possess or control, wherever and however stored or maintained, in a commercially reasonable manner in accordance with current industry standards.
- (b) Each Contractor or Contractor Party shall develop, implement and maintain a comprehensive data - security program for the protection of Confidential Information. The safeguards contained in such program shall be consistent with and comply with the safeguards for protection of Confidential Information, and information of a similar character, as set forth in all applicable federal and state law and written policy of DAS or State concerning the confidentiality of Confidential Information. Such data-security program shall include, but not be limited to, the following:
- (1) A security policy for employees related to the storage, access and transportation of data containing Confidential Information;
- (2) Reasonable restrictions on access to records containing Confidential Information, including access to any locked storage where such records are kept;
- (3) A process for reviewing policies and security measures at least annually;

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- (4) Creating secure access controls to Confidential Information, including but not limited to passwords; and
  - (5) Encrypting of Confidential Information that is stored on laptops, portable devices or being transmitted electronically.
- (c) The Contractor and Contractor Parties shall notify DAS, the Client Agency and the Connecticut Office of the Attorney General as soon as practical, but no later than twenty-four (24) hours, after they become aware of or suspect that any Confidential Information which Contractor or Contractor Parties have come to possess or control has been subject to a Confidential Information Breach. If a Confidential Information Breach has occurred, the Contractor shall, within three (3) business days after the notification, present a credit monitoring and protection plan to the Commissioner of Administrative Services, the Client Agency and the Connecticut Office of the Attorney General, for review and approval. Such credit monitoring or protection plan shall be made available by the Contractor at its own cost and expense to all individuals affected by the Confidential Information Breach. Such credit monitoring or protection plan shall include, but is not limited to reimbursement for the cost of placing and lifting one (1) security freeze per credit file pursuant to Connecticut General Statutes § 36a-701a. Such credit monitoring or protection plans shall be approved by the State in accordance with this Section and shall cover a length of time commensurate with the circumstances of the Confidential Information Breach. The Contractors' costs and expenses for the credit monitoring and protection plan shall not be recoverable from DAS, the Client Agency, any State of Connecticut entity or any affected individuals.
- (d) The Contractor shall incorporate the requirements of this Section in all subcontracts requiring each Contractor Party to safeguard Confidential Information in the same manner as provided for in this Section.
- (e) Nothing in this Section shall supersede in any manner Contractor's or Contractor Party's obligations pursuant to HIPAA or the provisions of this Contract concerning the obligations of the Contractor as a Business Associate of Covered Entity.
60. Antitrust.  
Contractor hereby irrevocably assigns to the State of Connecticut all rights, title and interest in and to all Claims associated with this Contract that Contractor now has or may or will have and that arise under the antitrust laws of the United States, 15 USC Section 1, *et seq.* and the antitrust laws of the State of Connecticut, Connecticut General Statute § 35-24, *et seq.*, including but not limited to any and all Claims for overcharges. This assignment shall become valid and effective immediately upon the accrual of a Claim without any further action or acknowledgment by the parties.
61. Reserved.



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**1. DESCRIPTION OF GOODS AND SERVICES:**

**(a) Coverage**

Contractor shall provide full service elevator maintenance for elevator(s) at Client Agency facilities located in the following counties: Fairfield, Hartford, Litchfield, Middlesex, New Haven, New London, Tolland and Windham Counties.

The following types of elevators are covered under this Contract:

- (1) Traction
- (2) Hydraulic
- (3) Dumbwaiter

**(b) General Requirements**

Contractor shall be responsible for:

- (1) Providing full service maintenance that includes inspection, housekeeping/cleaning, lubrication, adjustment, repair and replacement of worn parts, call back and emergency call back service, safety tests and inspections all as more particularly described herein.
- (2) Maintaining elevator in accordance with the original equipment manufacturers (OEM) specifications.
- (3) Furnishing all labor, transportation, equipment, materials, parts, tools, supplies, supervision, and management.
- (4) Maintaining elevator as hereinafter described, using technicians trained, licensed and qualified in the proper maintenance of the appropriate elevator type. These technicians will be qualified to keep the equipment properly adjusted, and shall use all reasonable care to maintain the elevators in proper and safe operating condition.
- (5) Ensuring elevator receive services necessary to meet the safety and operating standards of the latest edition and/or revisions of the American Society of Mechanical Engineers (ASME) "Guide for Inspection of Elevators"; "Safety Code of Escalators and Elevators".
- (6) Keeping the elevator maintained to operate at the OEM speed, keeping the original performance time, including acceleration and retardation as designated and installed by the elevator manufacturer. Door operation will be adjusted as required to maintain optimum door opening and door closing times, within legal limits.
- (7) Providing recommended solutions to accurately determine the maintenance needs for individual units at each Client Agency.
- (8) Providing call back services on a twenty-four hour, seven days a week schedule (24-7).
- (9) Contractor shall immediately notify the Client Agency of any condition which the Contractor discovers that may present a hazard to either the elevator or passengers.
- (10) Any workspace assigned to the Contractor by the Client Agency will be kept clean and in orderly condition.

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(11) Contractor shall maintain a record of non-emergency maintenance items in need of correction that come to the Contractor's attention, and shall provide a list to the Client Agency for necessary corrective action during routine visits.

(12) Check In Requirements

- (A) All Contractor personnel shall sign in and sign out, where directed by the Client Agency, each time a visit is made to the facility.
- (B) Contractor shall provide a work order indicating: description of the service to be performed; elevator site; and order of work that is scheduled to be performed that day.
- (C) Failure to sign in or sign out will be proof that service was not performed.

(c) **Exclusions under this contract**

The Contractor will not be required to bear the cost of replacement of parts or repairs necessitated by reason of negligence or misuse of the equipment by persons other than the Contractor, his/her representatives and employees, except ordinary wear and tear.

The Contractor shall not be required to install new attachments such as may be recommended or directed by insurance companies, or by federal, state, municipal or other government authorities.

In addition, the following items are specifically excluded:

- (1) The refinishing, repairs to and/or replacement of the elevator cab, hoist way door panels and frames and sills, buried piping, cylinders and plungers for hydraulic elevators.
- (2) Power wiring upstream of the main disconnect switch.

(d) **Site Conditions**

- (1) Contractor shall notify the Client Agency in writing, of any defects or repairs required to the elevator which the Contractor does not consider to be its responsibility under the terms of the Contract.
- (2) The Contractor shall furnish the Client Agency with a written estimate of the cost to correct such defects.
- (3) Upon receipt of a written estimate the Client Agency will make the final determination concerning the responsibility for such defects, corrections or repairs.
- (4) Any repairs that are not the Contractor's responsibility but will be conducted by Contractor will be paid at the labor rate and part(s) cost indicated on Exhibit B - Price Schedule.

(e) **Previous to new contract or current elevator taken over by a new Contractor**

If the Contractor takes over the maintenance of an elevator that was maintained by a previous Contractor, the Contractor may inspect the elevator to identify if there are any components in violation of the State of Connecticut, Bureau of Elevators, regulations and codes.

If violations are found, the Contractor shall submit in writing detailed information identifying the repairs necessary to comply with the elevator code to the Client Agency no later than 60 days after commencing service with the Client Agency.

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Upon receipt of the list, the Client Agency will make the final determination as to which repairs are necessary for the safe operating condition of the elevator. The Client Agency may consult with the State of Connecticut, Bureau of Elevators to verify required repairs.

Any disputes regarding required repairs will be resolved by the State of Connecticut, Bureau of Elevators who will indicate what repairs are necessary for the safe operating condition of the elevator.

Any needed repairs may be bid separately from this Contract.

(f) **Preventive Maintenance**

The Contractor shall perform preventive maintenance for each elevator at a minimum of once per month.

The Contractor may recommend to the Client Agency a alternate preventative maintenance schedule that is tailored to the facilities needs based on criteria such as usage, operating environment, control and drive types, number of openings, door type, etc. Any recommendation will be submitted in writing to the Client Agency for approval.

If the Client Agency approves the alternate preventive maintenance schedule, and the recommended service is less frequent than once per month, the Contractor will offer a percentage off the "Full Service Maintenance" price as specified in Exhibit B – Price Schedule.

A copy of the agreed upon maintenance schedule will be given to the Client Agency. The Contractor shall place a maintenance schedule in each elevator equipment room to be available for review by all appropriate Client Agency personnel.

The maintenance schedule will contain at a minimum: building name, elevator manufacturer, elevator serial numbers, model number (s), examination frequency, examination date and hours.

The Contractor shall at a minimum perform the following as part of the maintenance of each elevator:

- (1) Keep the guide rails free of rust where roller guides are used and properly lubricated when sliding guides are used. Renew guide shoe rollers and jibs as required to ensure smooth and satisfactory operation.
- (2) Examine and make necessary adjustments or repair to the following accessory equipment including re-lamping of signal equipment:
  - hall lanterns; car and corridor position indicators; car stations; traffic director station; electric door operators; intercom systems; emergency telephone; interlocks; door hangers; safety edges; light emitting diode (LED).
- (3) Treat motor windings as needed, with proper insulating compound as recommended by the manufacturer of the motor for the system.
- (4) Ride each car; check operation of car and hatch doors; test controls, safety devices, push buttons, lights, also acceleration, deceleration, floor stops and brake action. Make repairs or corrections as necessary.

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- (5) Inspect controllers, selectors, selector drives, governors, machinery, sheaves, worm and gear motor, brake, selector of floor controllers. Lubricate as required.
- (6) Inspect and wipe clean all motors, machinery, controllers, selectors, relays, connectors, contacts and generators and hydraulic components.
- (7) Empty drip pans, discard oil and check oil reservoir oil level.
- (8) Inspect and lubricate machinery, contacts, linkage and gearing.
- (9) If rails are lubricated, check conditions and lubrication. Service lubricators.
- (10) Clean and inspect machine room, remove litter, dust and oil from all machine room equipment.
- (11) Clean trash from pit and empty drip pans, examine plunger seals, and correct any excess leakage.
- (12) Check condition of car switch handle; replace emergency release glass if required.
- (13) Check governor and tape tension sheave lubrication.
- (14) Replace all burned out lamps, in cars, machine room, pit, hall lanterns, etc.
- (15) Check door operation, clean lubricate and adjust brakes, checks, linkages, gears, wiring motors, check keys, set screw, contacts, chains, cams and door closer.
- (16) Inspect hoist-way and pit. Clean and lubricate equipment as required. Service guide rail lubricators.
- (17) Observe operation of motor and pump, oil lines, tanks, controls, plunger, packing, etc. Adjust or repair as required.
- (18) Test manual and emergency controls.
- (19) Check packing glands of valves and cylinder and tighten to prevent loss of fluid.
- (20) Visually inspect controller contacts and relays. Check adjustment and replace contacts as required.
- (21) Clean lubricate, check door brake, operation of door checks, check keyways, set screws contacts, etc.
- (22) Observe operation of signal system.
- (23) Check locking bar operation (where used) and lubricate as required.
- (24) Check sill filler operation and lubricate as required.
- (25) Check selector. Clean, adjust and lubricate brushes, commutator, dashpots traveling cables, chain, pawl magnets, wiring, contacts, relays, tape drive and broken tape switch.
- (26) Check car. Clean, adjust and lubricate car door and gate tracks, pivots, hangers, car grill, side and top exits.
- (27) Inspect inside of cab. Test telephone or intercom system, normal and emergency lights, fan, emergency call system, alarm, car station. Make needed repairs.

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- (28) Visually inspect controller, contacts and relays. Check adjustment and replace contacts as required.
- (29) Observe operation of signal and dispatching system. Inspect compensating hitches, buffers, rope clamps, slack cable switch, couplings, keyways and pulleys. Check load weighing device and dispatching to me settings. Clean, adjust and lubricate and necessary.
- (30) Check oil level in car and counter weight oil buffers and add oil as required.
- (31) Check brushes and commutators. Inspect commutators for finish, grooving eccentricity and mica level. If required, clean turn, or refinish commutator to provide proper commutation. Inspect brushes for tension seating and wear, replace or adjust as required.
- (32) Check and adjust, car ventilation system, position indicators, director stations, hall and car buttons, hall lanterns this car up signs.
- (33) Check leveling operation. Clean and adjust leveling switches, hoist way vanes, magnets and inductors. Repair and/or adjust for proper leveling.
- (34) Check hoist way doors. Clean lubricate car door or gate tracks, hangers and up thrust eccentrics, linkages jibs and interlocks.
- (35) Clean, adjust and lubricate car door or gate tracks, pivots. Hangers on hoist way doors, clean lubricate and adjust tracks, hangers and eccentrics linkages jibs and interlocks.
- (36) Inspect all fastening and ropes for wear and lubrication. Clean both governors and hoist ropes and lubricate hoist ropes if needed. Inspect all rope hitches and shackles and equalize rope tension.
- (37) Inspect hoist reduction gear brake and brake drum, drive sheave and motor and any bearing wear.
- (38) In the car, test alarm bell system. Clean light fixtures, inspect, clean and adjust retiring cam devices, chain, dashpots, commutators, brushes, cam pivots, set screw, switches, etc. Check adjustment of car and counter weight jibs, shoe or roller guides, lubricate and adjust, if necessary.
- (39) In the pit, lubricate compensating sheave and inspect hitches. Inspect governor and tape tension sheave fastenings. Empty and clean oil drip pans. Clean and examine governor rope, replace if needed. (Do not lubricate governor rope)
- (40) Check controller. Clean with blower, check alignment of switches, relays, timers, contacts, hinge pins, etc., Adjust and lubricate. Check and lubricate all resistance tubes and grids. Check oil in overload relays, settings and operation of overloads. Clean and inspect fuses and holders and all controller connections.
- (41) In hoist way, examine guide rails, cams and fastenings. Inspect and test limit and terminal switches. Check and car shoes, jibs or roller guides. Adjust or replace as required.
- (42) Clean all overhead beams, cams, sheaves, sills, bottom of platform, car tops, counterweights and hoist way walls.
- (43) Inspect sheaves to ensure they are tight on shafts. Sound spokes and rim with hammer for cracks.

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- (44) Examine all hoist ropes for wear, lubrication, length and tension. Replace, lubricate and adjust as required to meet code requirements.
- (45) On tape drives, check hitches and broken tape switch.
- (46) Check and clean car stile channels for bends or cracks, also car frame, cams, supports and car steadying plates.
- (47) Lubricate moving part of vertical rising or collapsing car gates. Check pivot points, sheaves, guides and track wear.
- (48) Lubricate guide shoe stems.
- (49) Check governor and tape sheave fastenings.
- (50) For bi-parting doors, clean chains, tracks and sheaves, lubricate as required. Check door contacts.
- (51) Check fastenings and operation of door checks, interlocks, clean and lubricate pivot points as required.
- (52) Examine, clean with a nonflammable or high flash point solution, and repair as necessary, communicator, brushes, and brush holders of all small control motors and regulators.
- (53) Thoroughly examine and clean starter and control panels. Check each contactor and relay by hand for wear, cleanliness, and proper adjustment. Clean, readjust, repair or replace as necessary.
- (54) Blow out and vacuum clean controller motors and motor generator sets.
- (55) Remove, clean and lubricate brake cores on brakes, clean linings, if necessary, inspect for wear and adjust.
- (56) Hoisting Motor and Motor Generator: Drain machine gear oil; seal any oil leaks; examine gear teeth, refill with fresh oil.
- (57) Check, clean and adjust operation of slow down and limit switches.
- (58) Examine all moving parts of governor and safety for free operation. Clean and adjust. Perform actual test of safety at slowest operating speed, with no load.
- (59) Overhaul machine brake, including disassembly, cleaning, replacement of worn components, reassembly and readjustment.
- (60) Clean and lubricate hatch door hangers.
- (61) Examine car and counterweight wire hoist ropes and governor ropes for wear and condition.
- (62) Clean rails, hatch walls, car top, pit, overhead sheaves and beams. Check brackets and bolts for tightness.
- (63) Schedule, coordinate and complete statutory and other equipment tests including but not limited to: Annual no load slow speed test of car and counterweight safeties, governors, and buffers, 1-year annual tests, 5-year, full load, full speed test or car and counterweight safeties, governors and buffers.

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(64) Group supervisory control systems installed will be inspected. The systems, dispatching scheduling and emergency servicing will be tested and adjusted in accordance with manufacturer's specifications. All work will be performed during other than working hours with no inconvenience to building occupants. A full report covering adjustment time intervals, dispatch times on various programs, door standing time and door opening and closing speeds will be furnished to the Client Agency.

(65) Emergency Telephone

Telephone maintenance, testing and repair will be performed with each elevator monthly maintenance schedule. A monthly report will be sent to the Client Agency indicating whether telephone is in or out of service and the date tested.

The Client Agency will be responsible for supplying and maintaining the necessary phone line to the elevator equipment room.

Contractor shall be responsible for all programming of phone to new numbers or changes as a result of changes to the Client Agency phone system. Any changes will be at no cost to the Client Agency and can be completed as part of the next scheduled monthly maintenance.

The Client Agency may request that the Contractor replace or install American with Disabilities Act (ADA) compliant telephones. If there is an existing telephone in the elevator, the Contractor shall replace the telephone with an (ADA) Compliant telephone at no additional charge. If there is no telephone installed in the elevator, the Contractor may provide a quote to the Client Agency to install one. The quote will be in compliance with the labor rate and part(s) cost indicated on "Exhibit B – Price Schedule".

(66) Housekeeping

The Contractor shall clean all elevator equipment; equipment in hoist ways; pits and machine rooms. Cleaning will occur at regular intervals sufficient to maintain a professional appearance and preserve the life of the equipment. The cleaning will include at a minimum all elevator guide rails, overhead sheaves, beams and counterweight rails, car tops, bottom of platforms, pits, car door seals, hoist ways, pits, and machine room floors and will take place on a monthly basis at a minimum.

(67) Lubricate

The Contractor shall lubricate machinery and equipment at intervals recommended by the equipment manufacturer or as directed by OEM or industry standards. All lubricants will meet or exceed the minimum requirements specified by the manufacturer of the equipment and shall be furnished by the Contractor. The Contractor shall remove all "drained oils" from the site and disposal of at the Contractor's expense in a manner that is safe to the environment and in conformance with Federal and State of Connecticut environmental regulations.

(68) Adjust

The Contractor shall use qualified individuals and proper diagnostic tools to make all necessary adjustments when the operation of the equipment varies from its normal or originally designed performance standards, as a result of normal wear and use and at regular

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intervals frequent enough to maintain a smooth quiet ride and optimum operating condition.

(69) Replace

The Contractor shall replace all items covered under the Contract as required. Replacement of the items will occur during the course of scheduled maintenance, at a frequency sufficient to prevent an unscheduled elevator shutdown and/or ensure the continued normal operation of the elevator and to extend the useful life of the elevator. Parts redesigned by and recommended as replacement parts by the original equipment manufacturer will be used.

(70) Repairs

The Contractor shall be responsible for all necessary repairs to elevator components due to wear and use of the elevator. The Contractor shall determine the nature and extent of parts and labor required to restore machinery and equipment satisfactory performance condition. The Contractor shall absorb all cost for labor, materials, expenses, and supplies, which occur as a result of the stated repair, including blueprints, schematics, and special tooling.

The Contractor shall furnish and install or repair when and as necessary all system components thereof and all other mechanical or electrical equipment including but not limited to the following:

all motors; motor generators or solid state drives including P.C. Boards; computer devices; controllers including valves; controller relays, contacts, condensers, coils, timers; wiring; leads, operating circuit components; hoist cables and shackles; selectors; worms; gears; thrusts; bearings; brake plunger assembly; brake magnet coils; brake shoes; magnet frames; brushes; brush holders; cams; jibs; car door and corridor hangers; tracks and door operating devices and guides, interlocks and door closures; contacts; car gates safety devices, governors, push buttons, enunciators, shell lanterns and indicators, system replacement lamps and other elevator signal equipment including emergency lighting units and communication devices; rotating elements; all windings; Resistors and transformers; Firemen's service equipment; Buffers; all door gibs and car fans; telephones; guide shoe gibs and rollers; drive belts; sheaves and sheave assemblies; printers, CRT equipment, and modems'; all other mechanical and electrical drive components; tanks, pumping units, relief and pressure valves; photo eyes; key switches; locks;

(71) Obsolete Parts

The Contractor shall not be responsible for replacing obsolete components/devices with new components/devices when:

- a) The replacement of the obsolete component/device requires a change in operation or alteration to the elevator.
- b) The invoice cost of the new components or devices required exceeds \$2,500.00. Invoice cost is defined as the actual component/device cost plus freight.



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In the event that replacement of an obsolete component/device meets the above criteria the Contractor shall furnish the Contracting Officer the following information before proceeding with any work:

- c) Written confirmation of unavailability of obsolete component/device or replacement parts from the original manufacturer. If original manufacturer is out of business, the Contractor shall provide a written statement that the original manufacturer is out of business and a similar component/device is not available from all recognized sources.
- d) Written statement from the Contractor confirming that the original component/device cannot be repaired to ensure safe and proper operation.
- e) Written statement from the Contractor detailing the alterations or changes in operation that will be required to replace the obsolete component/device. Note: The above three items can be provided on one letter or statement.
- f) Itemized proposal listing the labor hours and materials required to replace the obsolete equipment and documentation showing that the actual cost of the new components or devices exceeds \$2,500.00.

(72) Safety Test and Inspections

The Contractor shall make safety tests on all safety devices, governors, relief valves, etc. as required. Tests will be conducted as described in the latest edition of the American National Standard Safety Code, in the presence of the appropriate representative from the Client Agency.

Contractor shall promptly correct any defects that may be found in testing and examining the safety devices without any additional charge. Test results will be recorded on forms according to code. The Contractor shall submit a certified copy of the completed test result forms to the Client Agency and the State of Connecticut, Bureau of Elevators, within 15 days after the test is completed.

Periodic inspections including smoke detector test in the shafts, as required by city, county, state, federal government, and/or insurance agencies, or their representatives, will be included as part of this Contract.

(g) **Call Back Service**

The Contractor shall respond to a call from a Client Agency to correct any problem and/or condition with an elevator which, in the Client Agency's opinion needs attention before the Contractor's next scheduled maintenance visit.

The Contractor shall respond to a call back that is not an emergency within a maximum of two (2) hours from the time reported to the Contractor.

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(h) **Emergency call back service**

The Contractor shall provide emergency services on a twenty-four hour, seven days a week schedule (24-7).

An “emergency call back” is a request from the Client Agency, for the Contractor to provide elevator service within 30 (thirty) minutes. The Contractor shall provide the Client Agency with an emergency contact phone number.

The following is a list of emergency situations:

- Entrapments
- Single elevators in a building down.
- Two elevators in a building, both down.

(i) **Running on Arrival**

If a call back service request is made on any elevator and that elevator is found to be running on arrival (ROA). It will be treated as any other service call to determine if the elevator is operating properly. The Client Agency shall make every attempt to verify that the elevator is in fact out of service, before the call back service request is made.

(j) **Scheduled Work**

All scheduled maintenance should be performed between the hours of 7:30 a.m. and 4:30 p.m. Monday through Friday, unless alternate hours are agreed upon by the Client Agency and the Contractor in writing.

(k) **Department of Corrections (DOC) Schedule of Work Requirements**

- (1) All scheduled maintenance should be performed during the hours of 8:00 a.m. to 3:00 p.m., unless alternate hours are agreed upon by DOC.
- (2) All maintenance will be pre-scheduled with a minimum 24-hour courtesy reminder call prior to arriving on site. Contractors who arrive more than 15 minutes late will run the risk of not being admitted to a facility. Contractors who arrive more than 15 minutes late or who have not prescheduled their service and are subsequently denied admittance will not be able to charge the State for any loss of time resulting from their lateness or lack of pre-scheduling of the respective service.
- (3) Contractor shall complete the service log required by the ASME Maintenance Control Program in Exhibit D for all service visits prior to departure.
- (4) For purposes of the service log completion, arrive time and depart time are defined as follows:

**Arrive Time:** The actual time the Contractor employee arrives at the facility for security sign-in/check in, i.e. Security logbook sign in.

**Depart Time:** The actual time the Contractor employee signs out/checks out in the facility security logbook.

- (5) Prison “Lock Downs”

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During the course of this Contract, Contractors may experience a security procedure known as a facility "lock down". A lock down is a correctional security procedure whereby normal operations cease and a facility controls movement of persons when a material safety concern has been identified. This procedure occurs infrequently, and a Contractor who is not allowed to leave a facility during such procedure shall be compensated for time lost resulting from such procedure. Time lost shall be calculated at the contractual hourly rate for the lock down period start time through the employee departure time. All lost time hours claimed under this provision must be recorded with proper written documentation on the service report(s) in order to be eligible for payment.

**(l) Equipment, Wiring and Circuit Changes**

The Contractor shall not make changes or alterations to the existing elevator, circuit wiring or sequencing, or alter the original circuit or wiring design of the elevator, without written authorization from the Client Agency.

If changes or alterations are required, the Contractor shall submit a request in writing to the Client Agency. This request will include complete drawings and wiring diagrams as well as a complete description of the proposed changes.

Prior to submitting the proposed change to the Client Agency the Contractor shall at its own expense have obtained comments from the original elevator system manufacturer concerning the impact of the change on the overall system. If the changes are made, Contractor shall provide as-built drawings of the modifications to the Client Agency.

**(m) Records and Reporting Requirements**

Contractor shall maintain complete and accurate records of all services performed for each elevator and provide detailed reports as requested by the Client Agency.

**(1) Maintenance Checklist**

The Contractors shall provide a maintenance checklist for each elevator. The checklist will be placed in each elevator equipment room and be available for review by all appropriate Client Agency personnel.

The checklist shall contain at a minimum: Client Agency; facility location; building name, elevator manufacturer, elevator serial numbers, model number (s), maintenance work performed and frequency, examination hours, required safety tests.

The checklist will be maintained throughout the year and used as a guide by the mechanic. The mechanic will initial all work performed on the checklist.

**(2) Service Log (ASME Maintenance Control Program) and Firefighter's Service Operation**

The Contractor shall maintain on the premises a complete log of all work performed as required by the ASME Maintenance Control Program (MCP) found in Exhibit D.

The MCP log will be kept in the elevator machine room and will be completed when the Contractor employee checks out with the Client Agency at the completion of each visit.

In addition to the MCP log, a record of findings for firefighter's service operation is required by ASME and will also be kept in the elevator machine room.

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The Contractor shall train the building maintenance personnel on how to perform and document periodic testing of the firefighter's service operation. The Contractor shall deliver to the maintenance personnel the elevator key necessary to test the elevator firefighter's service operation.

(3) Oil Usage/Loss Log

The Contractor shall keep and maintain oil usage and oil loss logs on all elevators. This log will be placed in each elevator equipment room. Monthly reports will be sent to the Client Agency. Abnormal loss will be reported to the Client Agency as soon as possible.

(4) Completion of Service Report:

Contractor shall submit a service report of work performed to the Client Agency prior to the mechanic's departure for each service visit. This report will contain the following information: Client Agency Purchase Order number; Date of Service, Location of Service, Make and Model number of equipment serviced; accurate and complete description of work performed; technician name; arrival time and departure time; work hours spent; manufacturer and manufacturer part number of parts installed; material used and technician signature(s).

Failure to comply with any of the above may delay timely payment.

(5) Monthly Reports

Contractor shall maintain a complete electronic record of all maintenance, call backs, repair work for each elevator and provide detailed reports to the Client Agency.

Reports will be submitted electronically to the Client Agency on a monthly basis. At a minimum the reports will contain the following information: Client Agency, Date of Service, Location of Service, Make and Model number of equipment serviced, problem reported by, accurate and complete description of work performed; expected returned to service time and date and/or indicate elevator is in service, technician name; arrival time and departure time; work hours spent; manufacturer and manufacturer part number of parts installed; material used.

(6) Callback Service Report:

For all call back service, the Contractor shall submit a callback service report as requested by the Client Agency. The report will contain at a minimum the Client Agency Name; the building, the state elevator number, who called it in, the date and time it was called in, the reported problem, the reason for equipment failure and corrective action(s) taken, and who performed the repair. A list of material and parts used in the repairs, and adjustments made, will be included in all reports.

(n) **Shut Down Times**

- (1) Maintenance under this Contract will provide a constant, high quality service to properly protect elevator from deterioration and to provide peak constant performance of elevator resulting in a minimum of down time for any portion of the system.
- (2) No more than one elevator per bank will be out of service at one time for maintenance, lubrication and service.

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- (3) Elevator shutdowns are to be scheduled a minimum 24 hours in advance. All elevator shutdown or out-of-service requirement requested by the Contractor will be coordinated and approved by the Client Agency before any elevator is removed from service.
- (4) If an elevator may be out of service for more than one hour, the Contractor shall notify the Client Agency, when the elevator was taken out of service, the reason why and what time the elevator is expected to be put back into service.
- (5) The following schedule will be considered maximum shutdown times allowed:

<b>Major Repairs</b>	<b>Completion of work</b>
Cable-hoist, governor, compensating and tail ropes.	Four (4) working days after replacement cables are received.
Brake coils and motor field coils	Five (5) working days
Rewind motor or MG set armature	Eight (8) working days
Turn down and undercut machine commutator	Three (3) working days
Governor repairs	2 working days
Replace motor bearings	4 working days
<b>Minor Repairs</b>	<b>Completion of Work</b>
Replace relay coils	24 Hours
Replace relays	24 Hours
Replace door interlocks	24 Hours
Replace door jibs	24 Hours
Door operator repairs	24 Hours
Repair selector drive tape	24 Hours
Door operator repairs	24 Hours
<b>Minor Repairs: Completion</b>	<b>Completion of Work</b>
Replace door operator motor	Within 2 working days
Replace Selector Drives motor	Within 2 working days
Replace brake linings	Within 2 working days
Replace pump unit	Within 2 working days
Replace selector drive tape	Within 2 working days

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(o) **Replacement for Burned Out Lamps**

Replacements for burned out lamps in all lanterns, push buttons, car and corridor position indicators, direction stations "this car up" signs and other signal fixtures will be supplied and installed by the Contractor.

Replacement for burned out lamps in cars, machine rooms and pits, will be furnished by the Client Agency and installed by the Contractor.

(p) **Spare Parts**

The Contractor shall maintain an inventory of spare lending and replacement parts in their warehouse for immediate delivery and installation. The inventory will include but not limited to the following:

- (1) Lamps, minimum 2 each type
- (2) Door operator motors and gear reduction units, for both sides slide and vertical bi-parting doors
- (3) Transformers and rectifiers for each type and size
- (4) Relays and switches, minimum one of each type
- (5) Controller and selector motor (when used), leveling switches, magnets and inductors
- (6) Selector tapes and selector motor (when used), leveling switches, magnets and inductors
- (7) Door interlocks
- (8) Car door safety edges complete each type
- (9) Car door photoelectric safety device
- (10) Car door detectors complete to include preamplifiers and power pack
- (11) Hanger rollers for both car and hall doors
- (12) Limit Switches and terminal stopping switches
- (13) Roller guides for cars
- (14) Electronic tubes for each type and size used
- (15) Flexible guide shoe jibs
- (16) Torque wrenches and other small tools
- (17) Brake magnet, cores, coils and related items for repair of the brake

**2. ADDITIONAL TERMS AND CONDITIONS:**

(a) **Client Agency**

The Client Agency may designate an "authorized representative" for the facility, who will act on behalf of the Client agency for this Contract. As used in this Contract, the term "authorized representative" shall mean the Client Agency's Facility Manager or his/her designee, their successors and assigns.

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The Client Agency may meet with the Contractor to review the scope of the services required.

The Client Agency reserves the right to add or remove elevator when deemed necessary by the Client Agency.

(b) **Staffing**

The Contractor shall provide adequate staffing to ensure full service maintenance program as required by this Contract and respond to call backs within the specified time frame. The staffing will be adequate to cover all applicable locations during the standard hours of operation. Sufficient manpower will be required to meet requirements of this Contract, including maintenance, emergency service and response to trouble calls for all elevators during regular working hours.

(c) **Invoicing**

Contractor shall comply with the Client Agency invoice requirements. Invoices should reference Client Agency purchase order number; date of service, location of service, description of work performed, be itemized by preventative maintenance rate, labor hours and labor rate if applicable, as well as manufacturer and manufacturer part number, and part unit pricing. A legible copy of the signed Elevator Service Report form shall also be submitted with the invoice. Failure to comply with any of these requirements may delay payment.

Contractor may invoice the Client Agency on a quarterly basis if the Client Agency requests and approves quarterly billing option.

(d) **Price Increase or decrease**

The Contractor may request an adjustment in prices to reflect increase or decrease in material and labor costs in accordance with section four (4) "Price Schedule, Payment Terms and Billing, and Price Adjustments" of the contract document.

Price increase or decrease for the materials portion of the pricing may be based on by the percentage increase or decrease shown by the index of "Producer Commodity prices for "Metals and Metal Products" published by the U.S. Department of Labor, Bureau of Statistics for the price adjustment month compared with the index in which the Contract was made.

Price increase or decrease for the labor portion of the pricing may be based on by the percent increase or decrease in the straight time hourly labor cost for the price adjustment month compared with such straight time hourly labor cost in which the contract was made. The phrase "straight time hourly labor cost" means the sum of the straight time hourly labor rate plus the hourly cost of fringe benefits paid to elevator mechanic in the locality where the equipment is to be maintained.

Contractors shall provide documentation to support requests for increases and shall provide documentation when decreases are implemented.

(e) **Third Party Inspection**

The Client Agency reserves the right to have a qualified third party of their choice inspect the maintenance work being performed by the Contractor. This inspection cost will be paid by the Client Agency.

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The third party inspection (if used by the Client Agency) may generate a punch list of items to be completed by the Contractor. The Client Agency shall provide written notice to the Contractor of any items to be completed. Safety or code violations will be corrected immediately by the Contractor. Other punch list items will be completed within thirty (30) days at no additional cost to the State. The third party inspector's decision regarding compliance will be considered final.

In the event that the Contractor does not complete items within the stated timeframes, the Client Agency, may at its sole discretion, have the necessary items completed by an alternate source and all costs incurred will be the responsibility of the Contractor. The Client Agency shall provide an itemized list of necessary labor and materials provided by the alternate source.

**(f) Performance**

The Client Agency will require a full month credit for any month in which the Contractor does not perform the required scheduled maintenance service.

The Client Agency may, at its sole discretion, not pay the Contractor's monthly maintenance cost for a unit if

- (1) An elevator is out of service for longer than two (2) consecutive work days for a break down repair.
- (2) The Contractor does not respond to an emergency call back service within allotted timeframe specified.
- (3) During thirty (30) consecutive days, the Client Agency experiences three (3) call back services on the same elevator, for the same problem.

**(a) Contract Separately/Additional Savings Opportunities**

The State reserves the right to either seek additional discounts from the Contractor(s) or to contract separately for a single purchase, if in the judgment of DAS/Procurement Services, the quantity required is sufficiently large, to enable the State to realize a cost savings, over and above the published contract prices, whether or not such a savings actually occurs.

**(b) Mandatory Extension to State Entities**

Contractor shall offer and extend the contract (including pricing, terms and conditions) to political sub-Divisions of the State (towns and municipalities), schools, and not-for-profit organizations.

**(c) P-Card (Purchasing MasterCard Credit Card)**

Purchases for all state agencies that are less than \$1,000 shall be made using the State of Connecticut Purchasing Card (MasterCard) in accordance with Memorandum No. 2011-11 issued by the Office of the State Comptroller.

Contractor shall be equipped to receive orders issued from this Contract using the Mastercard. The Contractor shall be responsible for the credit card user-handling fee associated with credit card purchases. The Contractor shall charge to the State's MasterCard only upon acceptance of goods or rendering of services.

The Contractor shall capture and provide to their merchant bank, Level 3 reporting at the line item level for all orders placed by MasterCard.



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Questions regarding the state of Connecticut MasterCard Program should be directed to Ms. Kerry DiMatteo, Procurement Card Program Administrator at 860-713-5072.

(d) **Subcontractors**

DAS must approve any and all subcontractors utilized by the Contractor prior to any such subcontractor commencing any work. Contractor acknowledges that any work provided under the Contract to any state entity is work conducted on behalf of the State and that the Commissioner of DAS or his/her designee may communicate directly with any subcontractor as the State deems to be necessary or appropriate. Contractor shall be responsible for all payment of fees charged by the subcontractor(s). A performance evaluation of any subcontractor shall be provided promptly by the Contractor to DAS upon request.

Contractor must provide the majority of services described in the specifications.

(e) **Standard Wages**

Contractors shall comply with all provisions of Connecticut General Statutes 31-57f, Standard Wage Rates for Certain Service Workers and shall pay wages in accordance with the current wage rates provided by the Department of Labor. Information regarding this Statute and how and when it applies can be obtained from DOL's web site at <http://www.ctdol.state.ct.us/wgwkstnd/99-142guide.htm>. Questions concerning the provisions and implementation of this act should be referred to the Connecticut Department of Labor, Wage and Workplace Standards Division, 200 Folly Brook Blvd., Wethersfield, CT 06109-1114 (860) 263-6790 or his designated representative. A link to the Standard Wages is provided below.

Standard Wages

<http://www.ctdol.state.ct.us/wgwkstnd/standardwage.htm>

(f) **Price Schedule**

**Option A**

(1) Full Service Maintenance

Pricing for full service maintenance is based on a monthly fee for each elevator type for services specified throughout this Contract. The monthly fee will be a composite rate based on labor and materials / parts. Traction elevators are broken down into how many stops the elevator makes.

(2) Labor Rate

The labor rate is for exclusions as specified throughout this Contract. Hourly rates will be broken down to the nearest quarter hour increment for billing purposes.

(3) Parts

Pricing for parts is based on a percentage increase over Contractor's cost of the part and are for exclusions as specified throughout this Contract. The Contractor shall submit original supplier invoices to the Client Agency.

(4) Travel time or surcharges will not be allowed.

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**Option B**

(1) Time and Materials Basis

Refer to Exhibit B for the breakdown of labor rates and cost plus markup percentage for materials. Hourly rates will be broken down in quarter hour increments for billing purposes.

(g) **Department of Correction Contractor Security Requirements**

(1) Facility Admittance

Contractors shall not allow any of their personnel to enter the grounds of or any structures in any Department of Correction (“DOC”) facility (“Facility”) or undertake any part of the performance unless the employees shall have first been issued an individual, valid, security identification badge which they shall display properly at all times while at the Facility.

Contractor employees who seek admittance to a DOC Facility must first undergo a background check to confirm their eligibility to be admitted into the DOC Facility. Accordingly, Contractors must obtain from the DOC a form for each such employee and complete and submit that form to DOC at least 10 business days prior to the date that the employee is scheduled to arrive at the DOC Facility for the Performance. Information on the form includes the following:

- (A) Name
- (B) Date of Birth
- (C) Social Security Number
- (D) Driver's License Number
- (E) Physical Characteristics (such as age, height, weight, etc.)

(2) Official Working Rules

Contractors shall adhere to the following Official Working Rules of the DOC:

- (A) All Contractors shall report to the Facility’s security front desk for sign-in, regardless of work location, immediately upon arrival at the Facility.
- (B) All Contractor employees shall work under the observation of an assigned correctional officer or supervisor, who will provide escort for the duration of the work.
- (C) No verbal or personal contact with any inmates.
- (D) Equipment will be checked daily and, when not in use, locked in a secure place as the Facility officials may direct.
- (E) Hacksaws, blades and files will remain in the custody of the officer assigned, except when actually being used.
- (F) The correctional officials may refuse admittance to any Contractor employee for any cause the correctional officials deem to be sufficient.
- (G) In the event of any emergency, all Contractor personnel will be escorted outside the Facility by correctional officials.

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- (H) Contractors shall address all questions pertaining to interruptions of service or to safety of the Facility to the appropriate correctional official.
- (I) Work at the Facility shall be carried on during the time between 8:00 a.m. and 12:00 Noon and between 12:30 p.m. and 4:30 p.m., the maximum allowable working day being 8 hours. The Contractor shall not perform any work at any Facility on any Saturday, Sunday or Holiday, unless DOC determines, in its sole discretion, that there is an emergency.
- (J) The Contractor shall ensure that when all equipment is not in use, it will be unusable or be supervised to prevent use by inmates.
- (K) The Contractor shall supply to DOC a copy of all material safety data sheets for all products used in the process of construction, construction materials, and products brought onto the Facility.
- (L) All Contractors shall sign out at the Facility's security front desk prior to departure following completion of any work.

(3) Rules Concerning Department of Correction Facilities

Contractors shall adhere to the Facilities rules ("Facilities Rules") described in this section. At the time that Contractors and Contractor Parties seek to enter a Facility, DOC staff will present to them a document setting forth the following Facilities Rules and extracts of the laws governing the introduction and control of contraband. Contractors and Contractors Parties must read, understand and sign that document as a condition precedent to entering the Facility and as evidence that they understand the consequences imposed for violating these Facilities Rules:

(A) Restricted Areas

All persons except DOC personnel, upon entering the grounds are restricted to the immediate area of their work assignment. In order to go to other areas, Contractor personnel must first obtain written permission from the supervisory correctional official in charge. Only persons having official business will be admitted to construction sites.

(B) Inmates

There may be times when inmates may be working adjacent to or in the same area as construction personnel. All persons are prohibited from accepting or giving anything from and to an inmate. Inmates are accountable to DOC personnel only, no other person shall have any conversation or dealings with inmates without the approval of the DOC supervisory official in charge.

(C) Vehicle Control

Any Contractor personnel entering upon the Facility shall remove the ignition keys of their vehicle and lock the vehicle when they leave it for any reason. Contractors shall ensure that all equipment in, on or around the vehicles is secured and inaccessible to anyone else while in the Facility.

(D) Contraband

Contractors shall not bring clothing or contraband into or onto the Facility's grounds or leave clothing or contraband in a vehicle located on the grounds of the Facility outside of an area designated by DOC personnel. Contraband is defined below and all persons are subject to these DOC Facilities Rules concerning contraband when on the Facility's grounds.

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Contractor shall not introduce into or upon, take or send to or from, or attempt the same to or from, the grounds of the Facility anything whatsoever without the knowledge of the Facility supervisor.

“Contraband” means any tangible or intangible article whatsoever which DOC has not previously authorized and may include letters, stamps, tools, weapons, papers, floor implements, writing materials, messages (written and verbal), instruments and the like. Contractors shall discuss any questions regarding such matters with the Facility supervisor immediately upon those questions arising.

Cigarettes and Cell Phones are “contraband.” Accordingly, Contractors shall leave them secured inside their locked vehicles in an area designated by DOC personnel.

Failure to comply with these Facilities Rules, in the sole determination of DOC, will result in the Contractor being removed from the Facility.

(4) State Laws Governing Unauthorized Conveyance, Possession or Use of Items, Weapons and Certain Devices

(A) Unauthorized conveyance of certain items brought into the Facility is governed by Conn. Gen. Stat. Sec. 53a-174, which provides as follows:

(1) Any person not authorized by law who conveys or passes or causes to be conveyed or passed, into any correctional or humane institution or the grounds or buildings thereof, or to any inmate of such an institution who is outside the premises thereof and known to the person so conveying or passing or causing such convey or passing to be such an inmate, any controlled drug, as defined in section 21a-240, any intoxicating liquors, any firearm, weapon, dangerous instruments or explosives of any kind, any United States currency, or any rope, ladder or other instrument or device for use in making, attempting or aiding an escape, shall be guilty of a class D felony. [Penalty for a Class “D” felony per Sec. 53a-35 subsection a, b, c, d is a term not to exceed five (5) years.] The unauthorized conveying, passing, or possessing of any rope or ladder or other instrument or device, adapted for use in making or aiding an escape, into any such institution or the grounds or building thereof, shall be presumptive evidence that it was so conveyed, passed or possessed for such use.

(2) Any person not authorized by law who conveys into any such institution any letter or other missive which is intended for any person confined therein, or who conveys from within the enclosure to the outside of such institution any letter or other missive written or given by any person confined therein, shall be guilty of a class A misdemeanor. [Penalty for a Class “A” misdemeanor per Sec. 53a-36 subsection 1, the term is not to exceed one (1) year.]

(3) Any person or visitor who enters or attempts to enter a correctional institution or Facility by using a misleading or false name or title shall be guilty of a class A misdemeanor.

(B) Possession of weapons or dangerous instruments in the Facility is governed by Conn. Gen. Stat. Sec.53a-174a, which provides as follows:

(1) A person is guilty of possession of a weapon or dangerous instrument in a correctional institution when, being an inmate of such institution, he knowingly makes, conveys from place to place or has in his possession or under his control any firearm, weapon

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dangerous instrument, explosive, or any other substance or thing designed to kill, injure or disable.

- (2) Possession of a weapon or dangerous instrument in a correctional institution is a class B felony. [Penalty for a Class "B" felony per Sec. 53a-35 subsection a, b, c, d is a term not to exceed twenty (20) years.]
- (C) Conveyance or use of electronic or wireless communication devices in the Facility is governed by Conn. Gen. Stat. Sec. 53a-174b, which provides as follows:
  - (1) A person is guilty of conveyance or use of an electronic wireless communication device in a correctional institution when such person, without authorization by the Commissioner of Correction or the commissioner's designee, (1) conveys or possesses with intent to convey an electronic wireless communication device to any inmate of a correctional institution while such inmate is in such institution, or (2) uses an electronic wireless communication device to take a photographic or digital image in a correctional institution.
  - (2) Conveyance or use of an electronic wireless communication device in a correctional institution is a class A misdemeanor.
- (h) **Badging Requirements for the Connecticut Airport Authority, Bradley International Airport (the "Airport")**
  - (1) All Contractor employees must pass all standard security requirements (based on activity and location) and pass prescribed driver training before entering the Airport or engaging in any part of the Performance.
  - (2) Contractors shall not allow any of their personnel to enter the Airport or undertake any part of the Performance unless the employees have first been issued an individual, valid, security identification badge which they shall display properly at all times while at the Airport. The security badge will be issued upon the successful completion of a ten year (10) criminal history records check, a Transportation Security Administration Security Threat Assessment and a training/testing program – all administered by Airport personnel. The cost per person is \$50. This charge is subject to change during the term of the Contract. Persons with felony convictions will be evaluated on an individual basis. The Client Agency may, at any time during the term of the Contract and in its sole discretion, modify the criminal history records check, training, testing program, security and badge requirements. The Contractor shall comply with all such modifications.
  - (3) The Contractor shall assign at least one individual, but no more than 3 individuals, to act as an authorized supervisor for the airport (the "Authorized Supervisor"). Prior to starting Performance, Contractors shall direct the Authorized Supervisors to comply with all of the applicable terms and conditions of this Contract, including doing any and all things which the Authorized Supervisors deem to be necessary or appropriate to ensure full Performance.
  - (4) Client Agency shall deliver to the Contractors a copy of the applicable requirements of all federal and state regulations governing aviation security activities prior to Contractors starting Performance. Contractors shall comply fully with all of those requirements and regulations and shall ensure the same for all of their employees who will perform in any way.

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- (5) The duties of the Authorized Supervisor are to:
- (A) read, understand and follow fully all of the requirements of all federal and state regulations governing aviation security activities;
  - (B) notify the security badging office or Airport Operations **immediately** of all employee terminations and transfers in writing, which may include via e-mail.
  - (C) return to the security badging office or Airport Operations a termination form with the terminated or transferred employee's security badge along with all other security-related items that had been issued to the employee, including, but not limited to, keys, gate cards and ramp stickers, no later than twenty-four (24) hours after the effective date of the termination or transfer. If the Authorized Supervisor fails to return timely the badge or other security related-item, the Authorized Supervisor shall submit a termination form no later than one (1) week after the effective date of the termination or transfer, along with a written explanation detailing the course of action that has been taken towards retrieving the outstanding item(s);
  - (D) limit the distribution of security related information only to persons with valid, Bradley International Airport security badges and as requested by the Airport Security Coordinator (ASC) or designated representative ;
  - (E) not resign badging applications and complete the entire Authorized Supervisor section of the badging application for all Contractors employees who will Perform under this Contract;
  - (F) report lost or stolen badges in writing immediately to the security badging office and/or Airport Operations on the standard lost/stolen security badge report.
- (6) Contractors shall ensure that the Authorized Supervisors read, understand and follow all of their prescribed such regulations and requirements. Accordingly, prior to starting Performance, and as a condition precedent to any of Contractors' employees being allowed to enter the Airport to Perform, Contractors shall deliver to the Client Agency a document signed by the Authorized Supervisors in the following form:

**BRADLEY INTERNATIONAL AIRPORT**

**AUTHORIZED SUPERVISOR'S ACKNOWLEDGMENT AND ACCEPTANCE OF DUTIES**

I, \_\_\_\_\_, the undersigned, with regard to \_\_\_\_\_ activities at Bradley International Airport (BDL), accept the assignment as an Authorized Supervisor under a certain Contract between \_\_\_\_\_ and the State of Connecticut. I acknowledge and accept that as Authorized Supervisor under that Contract that my duties are to and I shall:

1. read, understand and follow fully all of the requirements of all federal and state regulations governing aviation security activities;
2. notify the security badging office or BDL Airport Operations **immediately** of all employee terminations and transfers in writing, which may include via e-mail.
3. return to the security badging office or BDL Airport Operations a termination form with the terminated or transferred employee's security badge along with all other security-related items that had been issued to the employee, including, but not limited to, keys, gate cards and ramp stickers, no later than twenty-four (24) hours after the effective date of the termination or transfer. If the Authorized Supervisor fails to return timely the badge or other security related-item, the Authorized Supervisor shall submit a termination form no later than one (1) week after the effective date of the termination or transfer, along with a written explanation detailing the course of action that has been taken towards retrieving the outstanding item(s);
4. limit the distribution of security related information only to persons with valid, Bradley International Airport security badges and as requested by the Airport Security Coordinator (ASC) or designated representative;
5. not resign badging applications and complete the entire Authorized Supervisor section of the badging application for all Contractors employees who will Perform under this Contract; and
6. report lost or stolen badges in writing immediately to the security badging office and/or Airport Operations on the standard lost/stolen security badge report.

With my signature below I am verifying that I have received a copy of, and fully understand these requirements and my obligations and that I shall comply fully.

_____	_____	_____
Company Name	Signature of Authorized Supervisor	Initials
_____		
Company Mailing Address	Print Full Name	
_____		
City, State, Zip	Title	
_____		
Phone Number(s)	Fax No.	E-Mail Address

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- (7) Contractors shall pay the Client Agency a fee of \$100 per unreturned badge for any terminated or transferred employee and reimburse the Client Agency, no later than thirty (30) days after receiving an invoice from the Client Agency, for any applicable federal or state amounts, penalties or both for which the Client Agency may be held responsible resulting from the Contractors' failure to follow fully all of the applicable federal and State regulations and other requirements concerning aviation security activities, including, by way of example, but not by way of limitation, \$100 per unreturned badge for any terminated or transferred employee and up to \$11,000 per occurrence for an individual employee's failure to comply with security regulations (including, by way of example, but not by way of limitation, failure to properly display security badge or failure to control access through a controlled access door with a proximity card reader). If Contractors fail to pay the fee or reimburse the Client Agency timely, the Client Agency may, in its sole discretion, demand, and the Contractors shall, return all of the security badges for all of the Contractors' employees. Consequently, DAS shall, at the Client Agency's request, terminate the Contract as to those Contractors with respect to their work at the Airport. DAS and the Client Agency will take into account such Termination as an indication of Contractors' not being responsible in future leasing and contracting opportunities.
- (8) The Client Agency may suspend or terminate security privileges of individual employees pending investigation of any individual who is alleged to have violated any security regulations. Security privileges for the Contractor as an entity may also be suspended or terminated for failure to comply with all security regulations.



Price Schedule		State of Connecticut															
		CONTRACT NUMBER: 19PSX00054															
		Exhibit B - Price Schedule															
		COMPANY NAME: KONE INC.															
DESCRIPTION	Fairfield County		Hartford County		Litchfield County		Middlesex County		New Haven County		New London County		Tolland County		Windham County		
<b>Option A</b>																	
1	<b>Full Service Maintenance</b>	Per Unit Per Month		Per Unit Per Month		Per Unit Per Month		Per Unit Per Month		Per Unit Per Month		Per Unit Per Month		Per Unit Per Month		Per Unit Per Month	
1-a	Hydraulic Elevator Unit	\$134.84		\$134.84		\$134.84		\$134.84		\$134.84		\$134.84		\$134.84		\$134.84	
1-b	Traction Elevator Unit (2-5 stops)	\$305.00		\$305.00		\$305.00		\$305.00		\$305.00		\$305.00		\$305.00		\$305.00	
1-c	Traction Elevator Unit (6-10 stops)	\$399.84		\$399.84		\$399.84		\$399.84		\$399.84		\$399.84		\$399.84		\$399.84	
1-d	Traction Elevator Unit (11-15 stops)	\$430.84		\$430.84		\$430.84		\$430.84		\$430.84		\$430.84		\$430.84		\$430.84	
1-e	Traction Elevator Unit (16-20 stops)	\$480.84		\$480.84		\$480.84		\$480.84		\$480.84		\$480.84		\$480.84		\$480.84	
1-f	Dumb Waiter Unit	\$100.00		\$100.00		\$100.00		\$100.00		\$100.00		\$100.00		\$100.00		\$100.00	
DESCRIPTION	Fairfield County		Hartford County		Litchfield County		Middlesex County		New Haven County		New London County		Tolland County		Windham County		
	<b>Labor Rate (For exclusions as specified in Contract)</b>	Regular Work Hours	Overtime	Regular Work Hours	Overtime	Regular Work Hours	Overtime	Regular Work Hours	Overtime	Regular Work Hours	Overtime	Regular Work Hours	Overtime	Regular Work Hours	Overtime	Regular Work Hours	Overtime
2	Hourly Rate Pricing	\$165.41	\$281.46	\$165.41	\$281.46	\$165.41	\$281.46	\$165.41	\$281.46	\$165.41	\$281.46	\$165.41	\$281.46	\$165.41	\$281.46	\$165.41	\$281.46
DESCRIPTION	Percentage over Contractors cost of Parts																
3	Parts (For exclusions as specified in Contract) (Cost Plus)	10%															
DESCRIPTION	Percentage off Full Service Maintenance Per Unit per month price																
4	DISCOUNTS Contractor Recommended Tailored Preventative Maintenance Schedule as specified in contract	7%															
	Discount if paid Annually in Advance	1%															
DESCRIPTION	Fairfield County		Hartford County		Litchfield County		Middlesex County		New Haven County		New London County		Tolland County		Windham County		
<b>Option B</b>																	
1	<b>On-Call</b>	Hourly Rate		Hourly Rate		Hourly Rate		Hourly Rate		Hourly Rate		Hourly Rate		Hourly Rate		Hourly Rate	
1-a	Hydraulic Elevator Unit	\$165.41		\$165.41		\$165.41		\$165.41		\$165.41		\$165.41		\$165.41		\$165.41	
1-b	Traction Elevator Unit (2-5 stops)	\$165.41		\$165.41		\$165.41		\$165.41		\$165.41		\$165.41		\$165.41		\$165.41	
1-c	Traction Elevator Unit (6-10 stops)	\$165.41		\$165.41		\$165.41		\$165.41		\$165.41		\$165.41		\$165.41		\$165.41	
1-d	Traction Elevator Unit (11-15 stops)	\$165.41		\$165.41		\$165.41		\$165.41		\$165.41		\$165.41		\$165.41		\$165.41	
1-e	Traction Elevator Unit (16-20 stops)	\$165.41		\$165.41		\$165.41		\$165.41		\$165.41		\$165.41		\$165.41		\$165.41	
1-f	Dumb Waiter Unit	\$165.41		\$165.41		\$165.41		\$165.41		\$165.41		\$165.41		\$165.41		\$165.41	
DESCRIPTION	Fairfield County		Hartford County		Litchfield County		Middlesex County		New Haven County		New London County		Tolland County		Windham County		
	<b>Labor Rate (For exclusions as specified in Contract)</b>	Regular Work Hours	Overtime	Regular Work Hours	Overtime	Regular Work Hours	Overtime	Regular Work Hours	Overtime	Regular Work Hours	Overtime	Regular Work Hours	Overtime	Regular Work Hours	Overtime	Regular Work Hours	Overtime
2	Hourly Rate Pricing	\$165.41	\$281.46	\$165.41	\$281.46	\$165.41	\$281.46	\$165.41	\$281.46	\$165.41	\$281.46	\$165.41	\$281.46	\$165.41	\$281.46	\$165.41	\$281.46
DESCRIPTION	Percentage over Contractors cost of Parts																
3	Parts (For exclusions as specified in Contract) (Cost Plus)	10%															

Price Schedule		State of Connecticut																
		CONTRACT NUMBER: 19PSX00054																
		Exhibit B - Price Schedule																
		COMPANY NAME: Otis Elevator Company																
DESCRIPTION	Fairfield County		Hartford County		Litchfield County		Middlesex County		New Haven County		New London County		Tolland County		Windham County			
<b>Option A</b>																		
1	<b>Full Service Maintenance</b>	Per Unit Per Month		Per Unit Per Month		Per Unit Per Month		Per Unit Per Month		Per Unit Per Month		Per Unit Per Month		Per Unit Per Month		Per Unit Per Month		
1-a	Hydraulic Elevator Unit	\$236.66		\$225.90		\$247.42		\$236.66		\$236.66		\$247.42		\$247.42		\$247.42		
1-b	Traction Elevator Unit (2-5 stops)	\$462.56		\$457.19		\$473.32		\$462.56		\$462.56		\$473.32		\$473.32		\$473.32		
1-c	Traction Elevator Unit (6-10 stops)	\$473.32		\$462.56		\$484.08		\$473.32		\$473.32		\$484.08		\$484.08		\$484.08		
1-d	Traction Elevator Unit (11-15 stops)	\$645.44		\$634.69		\$672.33		\$645.44		\$645.44		\$672.33		\$672.33		\$672.33		
1-e	Traction Elevator Unit (16-20 stops)	\$699.23		\$672.33		\$726.11		\$699.23		\$699.23		\$726.11		\$726.11		\$726.11		
1-f	Dumb Waiter Unit	\$59.17		\$53.79		\$64.54		\$59.17		\$59.17		\$64.54		\$64.54		\$64.54		
DESCRIPTION	Fairfield County		Hartford County		Litchfield County		Middlesex County		New Haven County		New London County		Tolland County		Windham County			
	<b>Labor Rate (For exclusions as specified in Contract)</b>	Regular Work Hours	Overtime	Regular Work Hours	Overtime	Regular Work Hours	Overtime	Regular Work Hours	Overtime	Regular Work Hours	Overtime	Regular Work Hours	Overtime	Regular Work Hours	Overtime	Regular Work Hours	Overtime	
2	Hourly Rate Pricing	\$203.82	\$407.65	\$198.16	\$396.32	\$209.48	\$418.97	\$209.48	\$418.97	\$209.48	\$418.97	\$209.48	\$418.97	\$209.48	\$418.97	\$209.48	\$418.97	
DESCRIPTION	Percentage over Contractors cost of Parts																	
3	Parts (For exclusions as specified in Contract) (Cost Plus)	15%																
DESCRIPTION	Percentage off Full Service Maintenance Per Unit per month price																	
4	Contractor Recommended Tailored Preventative Maintenance Schedule as specified in contract	10%																
DESCRIPTION	Fairfield County		Hartford County		Litchfield County		Middlesex County		New Haven County		New London County		Tolland County		Windham County			
<b>Option B</b>																		
1	<b>On-Call</b>	Hourly Rate		Hourly Rate		Hourly Rate		Hourly Rate		Hourly Rate		Hourly Rate		Hourly Rate		Hourly Rate		
1-a	Hydraulic Elevator Unit	\$257.82		\$252.16		\$263.48		\$263.48		\$263.48		\$263.48		\$263.48		\$263.48		
1-b	Traction Elevator Unit (2-5 stops)	\$257.82		\$252.16		\$263.48		\$263.48		\$263.48		\$263.48		\$263.48		\$263.48		
1-c	Traction Elevator Unit (6-10 stops)	\$257.82		\$252.16		\$263.48		\$263.48		\$263.48		\$263.48		\$263.48		\$263.48		
1-d	Traction Elevator Unit (11-15 stops)	\$257.82		\$252.16		\$263.48		\$263.48		\$263.48		\$263.48		\$263.48		\$263.48		
1-e	Traction Elevator Unit (16-20 stops)	\$257.82		\$252.16		\$263.48		\$263.48		\$263.48		\$263.48		\$263.48		\$263.48		
1-f	Dumb Waiter Unit	\$257.82		\$252.16		\$263.48		\$263.48		\$263.48		\$263.48		\$263.48		\$263.48		
DESCRIPTION	Fairfield County		Hartford County		Litchfield County		Middlesex County		New Haven County		New London County		Tolland County		Windham County			
	<b>Labor Rate (For exclusions as specified in Contract)</b>	Regular Work Hours	Overtime	Regular Work Hours	Overtime	Regular Work Hours	Overtime	Regular Work Hours	Overtime	Regular Work Hours	Overtime	Regular Work Hours	Overtime	Regular Work Hours	Overtime	Regular Work Hours	Overtime	
2	Hourly Rate Pricing	\$257.82	\$507.65	\$252.16	\$496.32	\$263.48	\$518.97	\$263.48	\$518.97	\$263.48	\$518.97	\$263.48	\$518.97	\$263.48	\$518.97	\$263.48	\$518.97	
DESCRIPTION	Percentage over Contractors cost of Parts																	
3	Parts (For exclusions as specified in Contract) (Cost Plus)	20%																



## Notice to Executive Branch State Contractors and Prospective State Contractors of Campaign Contribution and Solicitation Limitations

This notice is provided under the authority of Connecticut General Statutes §9-612(G)(2), as amended by P.A. 10-1, and is for the purpose of informing state contractors and prospective state contractors of the following law (italicized words are defined on the reverse side of this page).

### CAMPAIGN CONTRIBUTION AND SOLICITATION LIMITATIONS

No *state contractor, prospective state contractor, principal of a state contractor or principal of a prospective state contractor*, with regard to a *state contract or state contract solicitation* with or from a state agency in the executive branch or a quasi-public agency or a holder, or principal of a holder of a valid prequalification certificate, shall make a contribution to (i) an exploratory committee or candidate committee established by a candidate for nomination or election to the office of Governor, Lieutenant Governor, Attorney General, State Comptroller, Secretary of the State or State Treasurer, (ii) a political committee authorized to make contributions or expenditures to or for the benefit of such candidates, or (iii) a party committee (which includes town committees).

In addition, no holder or principal of a holder of a valid prequalification certificate, shall make a contribution to (i) an exploratory committee or candidate committee established by a candidate for nomination or election to the office of State senator or State representative, (ii) a political committee authorized to make contributions or expenditures to or for the benefit of such candidates, or (iii) a party committee.

On and after January 1, 2011, no state contractor, prospective state contractor, principal of a state contractor or principal of a prospective state contractor, with regard to a state contract or state contract solicitation with or from a state agency in the executive branch or a quasi-public agency or a holder, or principal of a holder of a valid prequalification certificate, shall **knowingly solicit** contributions from the state contractor's or prospective state contractor's employees or from a *subcontractor or principals of the subcontractor* on behalf of (i) an exploratory committee or candidate committee established by a candidate for nomination or election to the office of Governor, Lieutenant Governor, Attorney General, State Comptroller, Secretary of the State or State Treasurer, (ii) a political committee authorized to make contributions or expenditures to or for the benefit of such candidates, or (iii) a party committee.

### DUTY TO INFORM

State contractors and prospective state contractors are required to inform their principals of the above prohibitions, as applicable, and the possible penalties and other consequences of any violation thereof.

### PENALTIES FOR VIOLATIONS

Contributions of solicitations of contributions made in violation of the above prohibitions may result in the following civil and criminal penalties:

**Civil Penalties** – Up to \$2,000 or twice the amount of the prohibited contribution, whichever is greater, against a principal or a contractor. Any state contractor or prospective state contractor which fails to make reasonable efforts to comply with the provisions requiring notice to its principals of these prohibitions and possible consequences of their violations may also be subject to civil penalties of up to \$2,000 or twice the amount of the prohibited contributions made by their principals.

**Criminal penalties** – Any knowing and willful violation of the prohibition is a Class D felony, which may subject the violator to imprisonment of not more than 5 years, or not more than \$5,000 in fines, or both.

### CONTRACT CONSEQUENCES

In the case of a state contractor, contributions made or solicited in violation of the above prohibitions may result in the contract being voided.

In the case of a prospective state contractor, contributions made or solicited in violation of the above prohibitions shall result in the contract described in the state contract solicitation not being awarded to the prospective state contractor, unless the State Elections Enforcement Commission determines that mitigating circumstances exist concerning such violation.

The State shall not award any other state contract to anyone found in violation of the above prohibitions for a period of one year after the election for which such contribution is made or solicited, unless the State Elections Enforcement Commission determines that mitigating circumstances exist concerning such violation.

Additional information may be found on the website of the State Elections Enforcement Commission, [www.ct.gov/seec](http://www.ct.gov/seec). Click on the link to "Lobbyist/Contractor Limitations."



## DEFINITIONS

“State contractor” means a person, business entity or nonprofit organization that enters into a state contract. Such person, business entity or nonprofit organization shall be deemed to be a state contractor until December thirty-first of the year in which such contract terminates. “State contractor” does not include a municipality or any other political subdivision of the state, including any entities or associations duly created by the municipality or political subdivision exclusively amongst themselves to further any purpose authorized by statute or charter, or an employee in the executive or legislative branch of state government or a quasi-public agency, whether in the classified or unclassified service and full or part-time, and only in such person's capacity as a state or quasi-public agency employee.

“Prospective state contractor” means a person, business entity or nonprofit organization that (i) submits a response to a state contract solicitation by the state, a state agency or a quasi-public agency, or a proposal in response to a request for proposals by the state, a state agency or a quasi-public agency, until the contract has been entered into, or (ii) holds a valid prequalification certificate issued by the Commissioner of Administrative Services under section 4a-100. “Prospective state contractor” does not include a municipality or any other political subdivision of the state, including any entities or associations duly created by the municipality or political subdivision exclusively amongst themselves to further any purpose authorized by statute or charter, or an employee in the executive or legislative branch of state government or a quasi-public agency, whether in the classified or unclassified service and full or part-time, and only in such person's capacity as a state or quasi-public agency employee.

“Principal of a state contractor or prospective state contractor” means (i) any individual who is a member of the board of directors of, or has an ownership interest of five per cent or more in, a state contractor or prospective state contractor, which is a business entity, except for an individual who is a member of the board of directors of a nonprofit organization, (ii) an individual who is employed by a state contractor or prospective state contractor, which is a business entity, as president, treasurer or executive vice president, (iii) an individual who is the chief executive officer of a state contractor or prospective state contractor, which is not a business entity, or if a state contractor or prospective state contractor has no such officer, then the officer who duly possesses comparable powers and duties, (iv) an officer or an employee of any state contractor or prospective state contractor who has *managerial or discretionary responsibilities with respect to a state contract*, (v) the spouse or a *dependent child* who is eighteen years of age or older of an individual described in this subparagraph, or (vi) a political committee established or controlled by an individual described in this subparagraph or the business entity or nonprofit organization that is the state contractor or prospective state contractor.

“State contract” means an agreement or contract with the state or any state agency or any quasi-public agency, let through a procurement process or otherwise, having a value of fifty thousand dollars or more, or a combination or series of such agreements or contracts having a value of one hundred thousand dollars or more in a calendar year, for (i) the rendition of services, (ii) the furnishing of any goods, material, supplies, equipment or any items of any kind, (iii) the construction, alteration or repair of any public building or public work, (iv) the acquisition, sale or lease of any land or building, (v) a licensing arrangement, or (vi) a grant, loan or loan guarantee. “State contract” does not include any agreement or contract with the state, any state agency or any quasi-public agency that is exclusively federally funded, an education loan, a loan to an individual for other than commercial purposes or any agreement or contract between the state or any state agency and the United States Department of the Navy or the United States Department of Defense.

“State contract solicitation” means a request by a state agency or quasi-public agency, in whatever form issued, including, but not limited to, an invitation to bid, request for proposals, request for information or request for quotes, inviting bids, quotes or other types of submittals, through a competitive procurement process or another process authorized by law waiving competitive procurement.

“Managerial or discretionary responsibilities with respect to a state contract” means having direct, extensive and substantive responsibilities with respect to the negotiation of the state contract and not peripheral, clerical or ministerial responsibilities.

“Dependent child” means a child residing in an individual's household who may legally be claimed as a dependent on the federal income tax of such Individual.

“Solicit” means (A) requesting that a contribution be made, (B) participating in any fund-raising activities for a candidate committee, exploratory committee, political committee or party committee, including, but not limited to, forwarding tickets to potential contributors, receiving contributions for transmission to any such committee or bundling contributions, (C) serving as chairperson, treasurer or deputy treasurer of any such committee, or (D) establishing a political committee for the sole purpose of soliciting or receiving contributions for any committee. Solicit does not include: (i) making a contribution that is otherwise permitted by Chapter 155 of the Connecticut General Statutes; (ii) informing any person of a position taken by a candidate for public office or a public official, (iii) notifying the person of any activities of, or contact information for, any candidate for public office; or (iv) serving as a member in any party committee or as an officer of such committee that is not otherwise prohibited in this section.

“Subcontractor” means any person, business entity or nonprofit organization that contracts to perform part or all of the obligations of a state contractor's state contract. Such person, business entity or nonprofit organization shall be deemed to be a subcontractor until December thirty first of the year in which the subcontract terminates. “Subcontractor” does not include (i) a municipality or any other political subdivision of the state, including any entities or associations duly created by the municipality or political subdivision exclusively amongst themselves to further any purpose authorized by statute or charter, or (ii) an employee in the executive or legislative branch of state government or a quasi-public agency, whether in the classified or unclassified service and full or part-time, and only in such person's capacity as a state or quasi-public agency employee.

“Principal of a subcontractor” means (i) any individual who is a member of the board of directors of, or has an ownership interest of five per cent or more in, a subcontractor, which is a business entity, except for an individual who is a member of the board of directors of a nonprofit organization, (ii) an individual who is employed by a subcontractor, which is a business entity, as president, treasurer or executive vice president, (iii) an individual who is the chief executive officer of a subcontractor, which is not a business entity, or if a subcontractor has no such officer, then the officer who duly possesses comparable powers and duties, (iv) an officer or an employee of any subcontractor who has managerial or discretionary responsibilities with respect to a subcontract with a state contractor, (v) the spouse or a dependent child who is eighteen years of age or older of an individual described in this subparagraph, or (vi) a political committee established or controlled by an individual described in this subparagraph or the business entity or nonprofit organization that is the subcontractor.

The following is an out of the Maintenance Control Program that is required to be kept for each elevator and escalator on each property. The MCP shall be in hard copy format and kept in the machine room or a location that is accessible to authorized personnel.

ASME A17.1.8.6.1.4.1 On-Site Maintenance Records

- (a) Maintenance Control Program records
  - (1) A record that shall include the maintenance tasks listed with the associated requirements of 8.6 identified in the Maintenance Control Program, other tests, examinations and adjustments, and specified scheduled intervals shall be maintained.
  - (2) The specified scheduled maintenance intervals shall, as applicable, be based on the criteria given in 8.6.1.2.1(e)
  - (3) MCP records shall be viewable on-site by elevator personnel in hard copy and shall include but limited to the following:
    - (a) Site name and address
    - (b) Service provider name
    - (c) Conveyance Identification and type
    - (d) Date of record
    - (e) A description of the maintenance task, interval, and associated requirements of 8.6
    - (f) Indication of completion of maintenance task
- (b) Repair and replacement records shall include an explanation of the repair or replacement, date, and name of the person and firm performing the task.
  - (1) Repairs (8.6-2.1 through 8.6.2.5) Including repairs of devices listed in 8.6.4 Maintenance and Testing of Electric Elevators, 8.6.5 Maintenance and Testing of Hydraulic Elevators, 8.6.6 Maintenance and Testing of Elevators With Other Types of Driving Machines, 8.6.7 Maintenance and testing of Special Application Elevators, 8.6.8 Maintenance and Testing of Escalators and Moving Walks, 8.6.9 Maintenance of Moving Walks, and 8.6.10 Maintenance and Testing of Dumbwaiters and Material Lifts.
  - (2) Replacements (8.6.3.1 through 8.6.3.11 except 8.6.3.7 and 8.6.3.10) Including replacement of components and devices listed in 8.6.4 Maintenance and Testing of Electric Elevators, 8.6.5 Maintenance and Testing of Hydraulic Elevators, 8.6.6 Maintenance and Testing of Elevators With Other Types Driving Machines, 8.6.7 Maintenance and Testing of Special Application Elevators, 8.6.8 Maintenance and Testing of Escalators and Moving Walks, 8.6.9 Maintenance of Moving Walks, and 8.6.10 Maintenance and Testing of Dumbwaiters and Material Lifts.
- (c) The following additional records shall be kept on-site for each unit. The records shall include the date, the name of the person(s), and the firm performing the task.
  - (1) A record of oil usage
  - (2) A record of findings for firefighter's service operation required by 8.6.11.1 with identification of the person(s) performing that performed the operation.
  - (3) Periodic tests (see 8.6.1.7) shall be documented in accordance with 8.6.1.7.2
  - (4) Written record to document compliance with replacement criteria specified in ASME A17.6 (1.10.1.1(c))
- (d) A permanent record of the results of all acceptance tests as required by 8.10.1.1.4 and 8.10.1.1.5 shall be kept with on-site records.

ASME A17.1.8.6.1.2.2 On-Site Documentation

- (a) Up-to date wiring diagrams
- (b) Procedures for inspections and tests not described in ASME A.17.2 and procedures or methods required for elevator personnel to perform maintenance, repairs, replacements, and adjustments as follows:
  - (1) Unique maintenance procedures or methods required for inspection, tests, and SIL related device
  - (2) Unique maintenance procedures or methods required for inspection, tests, and replacement of equipment applied under alternative arrangements shall be provided by the manufacturer or Installer
- (c) Written checkout procedures
  - (1) To demonstrate E/E/PES function as intended (8.6.4.19.10)
  - (2) For elevator leveling speed with open doors (8.6.4.20.8)
  - (3) For hydraulic elevator over speed valve (8.6.5.16.5)
  - (4) For escalator reversal stopping device (8.6.8.15.7)
  - (5) For escalator handrail retarding force (8.6.8.15.13)
- (d) Written procedures for
  - (1) Evacuation procedures for elevators by authorized persons and emergency personnel SHALL be available on-site (8.6.11.5.2)
  - (2) The procedure for cleaning of car and hoist way transparent enclosures by authorized persons (8.6.11.4.2)

ASME A17.1.8.6.1.4.2 A record of call backs shall be maintained and shall include the description of reported trouble, dates, time, and corrective action(s) taken that are reported by any means to elevator personnel. Records shall be maintained and stored with all other records and logs.

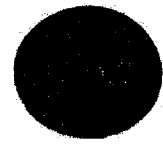
These records shall be retained on site for a period of not less than five years from the adoption of this code, 01/03/2018 or the installation date, whichever is less. Records shall indicate the name of the firm and the person performing the tasks.



**STATE OF CONNECTICUT**  
**Department of Correction**  
**Elevator Service Report Form**

*(Revised 12/2/13)*

*Instructions: Please complete for all visits - PLEASE PRINT  
Please review accuracy and completeness before signing.*



**Please fax to Purchasing @ 860-692-6879 within 24 hours. Please keep ORIGINAL.**

Vendor Name:		Running PO No:		
Facility Name:				
Facility Address:		Service Type: PM <input type="checkbox"/>		Service Type: Call Back <input type="checkbox"/>
Elevator Make:	Model No:	Serial No:	Pass	DW
			FRT	Escalator

Job Site Situation:

Description of Service:

List of Stock Materials Used: Elevator running upon departure? Y  N

Manufacturer:	Mfg Part No:	Item Description:	Qty:	Price:	Amount:

	Service Date:	Arrive Time:	Depart Time:	Reg Rate:	OT Rate:	Total Hrs:
Tech 1:				Reg Hrs:	OT Hrs:	
Tech 2:				Reg Hrs:	OT Hrs:	

**Requester: Please check ONE of the following:**

Service performed was normal preventative maintenance (PM) Y \_\_\_ N \_\_\_

Repair service above was required due to normal equipment wear & tear Y \_\_\_ N \_\_\_  
*Explanation : (Use reverse if necessary)*

Repair service above was required due to agency misuse of equipment Y \_\_\_ N \_\_\_  
*Explanation : (Use reverse if necessary)*

Technician 1 Name (Please print)	Technican Signature	Date
Technician 2 Name (Please print)	Technican Signature	Date
Agency Rep Name (Please print)	Agency Representative Signature	Date

Facility - Original

Purchasing - Fax Copy

Vendor Copy