

REQUEST FOR PROPOSAL

CENTRAL UTILITY PLANT WATER TREATMENT

November 20, 2018

This Request for Proposal includes the following:

- 1.0 GENERAL
- 2.0 SCOPE OF WORK
- 3.0 GENERAL RESPONSIBILITIES
- 4.0 TERM:
- 5.0 CORRESPONDENCE AND COMMUNICATIONS
- 6.0 MANDATORY PRE-BID MEETING
- 7.0 SCHEDULE
- 8.0 BASIS FOR PROPOSAL EVALUATION
- 9.0 COST OF PROPOSAL AND WATER TREATMENT CONTRACTOR SELECTION
- 10.0 TECHNICAL PROPOSAL
- 11.0 PRICING PROPOSAL
- 12.0 CODE OF CONDUCT
- 13.0 PUBLICITY
- 14.0 INSURANCE REQUIREMENTS
- 15.0 MISCELLANEOUS

- ATTACHMENT 1: Equipment List**
- ATTACHMENT 2: Environmental Responsibilities**
- ATTACHMENT 3: Quality Control Plan**
- APPENDIX A: Proposal Letter**
- APPENDIX B: Contract Compliance Package**
- APPENDIX C: State Form**

**CONNECTICUT CONVENTION CENTER
REQUEST FOR PROPOSAL (“RFP”)
FOR CENTRAL UTILITY PLANT WATER TREATMENT CONTRACTOR**

1. GENERAL:

1.1 ADRIAEN’S LANDING DEVELOPMENT:

The Adriaen’s Landing development is \$771.0 million mixed-use development located in downtown Hartford, Connecticut. The 30-acre site is bordered by Prospect Street to the west, I-91 to the east, State Street to the North and the Whitehead Highway to the south. Uses consist of the Connecticut Convention Center (“Convention Center” or “CCC”), the Adriaen’s Landing Marriott Hotel and the Connecticut Science Center (the “Science Center”), as well as a residential and entertainment/retail district. A Central Utility Plant (CUP) provides chilled water and steam to the convention center, Marriot Hotel, and the Science Center.

The Capital Region Development Authority (CRDA) is the developer and owner of the Convention Center facilities, as well as the governmental authority of the Front Street District.

1.2 CENTRAL UTILITY PLANT DESCRIPTION:

The Convention Center Central Utility Plant comprises a 9500 square foot structure located on a mezzanine level of the CCC housing the steam generating equipment, central plant chillers, chilled water and condenser water pumps, control room and balance of plant. The CUP’s distribution network is composed of chilled water supply and return lines, high-pressure steam and condensate. Located on the roof of the CCC are the cooling towers and accessories required for the CUP. Located under the entrance ramp for the parking garage are two (2) 10,000 gallon fuel oil tanks and accessories. The CUP supplies chilled water and steam to the CUP, the Convention Center, the Marriott Hotel, and Connecticut Science Center. The plant has expansion capabilities to serve future customers.

The equipment located in the CUP includes, but is not limited to, the equipment listed in Attachment 1.

2.0 SCOPE OF WORK:

2.1 Description of Services:

The WATER TREATMENT CONTRACTOR shall provide all labor, materials, equipment and supervision to provide chemical treatment and service for heating and cooling equipment and associated piping at the CUP in accordance with the Scope of Work (below).

2.2 Description of Steam Service:

The CUP provides steam at 150 psig saturated to the CCC Point(s) of Delivery. In excess of 85% of condensate is returned to the CUP. Steam is provided 24 hours per day 7 days per week.

2.3 Chilled Water Service:

The CUP provides chilled water at 42° F and 100 psig to the CCC Point(s) of Delivery. Chilled water will be returned by the customers at 57° F. Chilled water is provided 24 hours per day 7 days per week during the chilling season (as defined by CRDA) and at other times as may be needed by the CCC or other customers of the CUP.

2.4 Scope of Work:

The program is intended to be a "Full Service" contract. The Contractor shall furnish and supply all labor, materials, incidentals, supervision and services necessary to provide and deliver water treatment programs at the CUP relating to equipment listed below. This shall include, but is not limited to, all treatment chemicals, all storage containers, secondary containment if not already existing, all testing equipment, all testing reagents and supplies, a fully functional water chemistry tracking and trending software program, and full training of Authority personnel and their agents. This is to include all treated equipment when in service, idle or "laid up." The treatment programs shall be designed to protect the system and meet the performance requirements under the constraints of the CRDA's operating sequences.

The WATER TREATMENT CONTRACTOR in consultation with CRDA shall develop a complete water treatment program during the thirty day phase-in period for the systems listed below.

- (1) Condensate systems;
- (2) Boilers;
- (3) Hot Water Heating Systems;
- (4) Chilled water systems;
- (5) Condenser water systems;
- (6) Piping Coupons;
- (7) Legionella Testing - four (4) times per year; and
- (8) "Pickling" of the cooling towers during the winter months via a "molybdenate layup".

The water treatment program and services supplied by the WATER TREATMENT CONTRACTOR shall be specifically formulated for each type of system, according to the recommendations of a chemist, laboratory, or firm that specializes in the water treatment field.

Daily checks of each water system will be made by the CUP operators. Logs will be kept of chemical tests, dosages and consumptions and presented monthly to CRDA

Chemicals shall be approved and used in compliance with current water pollution regulations of the county, state, and Environmental Protection Agency. Any fines and or fees imposed by the county/state will be the full responsibility of the contractor.

Legionella Inspections:

The WATER TREATMENT CONTRACTOR shall test building system water system four (4) times per year (chilled water, hot water, condenser water) for the presence of Legionnaires disease. An independent water-testing firm shall perform the testing of the water and the results of the tests shall be provided to CRDA within 15 calendar days after the water sample is taken. CRDA may also perform independent certified testing of all water systems to verify WATER TREATMENT CONTRACTOR test results.

If the result of a positive test, Contractor shall take actions in accordance with CRDA's Legionella Action Plan, more specifically, Remedial Action 1, 2, or 3, respectively.

The systems sizes, capacities and annual production are listed in Attachment A.

2.5 Additional Services:

At least quarterly, the WATER TREATMENT CONTRACTOR shall forward split samples of the condenser water and chilled water to their own or an independent laboratory to verify and supplement field analyses. These analyses must include copper and iron tests as well as an azole test.

Analysis performed at the laboratory shall also include analyses of suspect water, scale, deposition, corrosion specimen, internal generator scale and fireside deposits, if any, and provide a written report of analyses.

Provide particle size study analysis on both chilled and condenser water at least two times a year.

The WATER TREATMENT CONTRACTOR shall be present each Spring for boilers and each Fall for chillers, and each time the equipment is opened for inspection and provide a written report on observed conditions indicating the effectiveness of the treatment programs.

The WATER TREATMENT CONTRACTOR shall provide complete written directions for applying all recommended materials, including procedures to maintain all proper operating conditions within the equipment being treated, and actions to be taken when conditions are not within prescribed operating parameters.

The WATER TREATMENT CONTRACTOR shall provide complete instructions for cleaning and treating systems and equipment before and when being initially placed into service. WATER TREATMENT CONTRACTOR shall also provide complete instructions for deactivating and protecting systems and equipment when taken out-of-service. The WATER TREATMENT CONTRACTOR shall provide written instructions and supervision for protecting idle systems under stagnant flow conditions taking into consideration the operating variables of the facility.

The WATER TREATMENT CONTRACTOR shall provide written instructions and supervision for draining, flushing and refilling of all systems and equipment before water treatment is started.

The WATER TREATMENT CONTRACTOR shall take samples of treated water, deposits, or raw water for analysis when considered necessary for effective control of the water treatment programs, in addition to the normal service.

The WATER TREATMENT CONTRACTOR shall run resin analyses on the water softener at least once per year.

The WATER TREATMENT CONTRACTOR shall run continuous corrosion studies on the condenser, chilled water system and condensate return systems. The testing sequence will include ninety (90) day coupons of steel and copper at a minimum.

The WATER TREATMENT CONTRACTOR shall run, on each service visit, an instantaneous total heterotrophic bacteria test on both the chilled and condenser water to monitor the effectiveness of the biocide program. The WATER TREATMENT CONTRACTOR shall also run on each visit a total heterotrophic bacteria count test by dip slides. Quarterly, the WATER TREATMENT CONTRACTOR will run laboratory samples of differentiating sulfate-reducing bacteria, nitrifying bacteria, denitrifying bacteria, iron related bacteria, pseudomonas bacteria, and slime forming bacteria as well as total aerobic heterotrophic bacteria.

The WATER TREATMENT CONTRACTOR shall maintain a 24-hour emergency response telephone contact for spills or accidents.

The WATER TREATMENT CONTRACTOR will provide a fully functional water chemistry tracking and trending software program that work in concert with computer-generated reports on energy use in boiler and cooling systems. It is expected that all reports and data from the tracking program are compatible with standard e-mail transmission and integration with typical spreadsheet and word processing programs. The Vendor shall provide examples of those computer-generated reports.

The WATER TREATMENT CONTRACTOR will, when authorized by CRDA, perform additional services on a to be determined cost basis.

The Contractor shall supply all liquid chemical via a drumless delivery system. The drumless system shall include the following; a diked bulk tank that requires no handling by plant personnel. Delivery of chemicals also shall not require handling by plant personnel. CRDA owns the existing chemical feed and testing equipment.

All biocide chemicals used shall have an Environmental Protection Agency (EPA) registration number, if applicable. All Material Safety Data Sheets (MSDS) on proposed chemicals must accompany the Offeror's proposals. The Contractor shall supply an 800 emergency spill response number that will be manned 24-hours per day, seven (7) days per week.

2.7 Contract Start

The WATER TREATMENT CONTRACTOR shall assume full responsibility for normal operations and maintenance of all CUP systems and equipment at the beginning of the contract term; hence, the WATER TREATMENT CONTRACTOR shall provide a work force that is fully qualified and capable of performing all work required under this contract at this time.

The WATER TREATMENT CONTRACTOR shall provide a water treatment program plan manual within thirty (30) days of award. This plan shall contain an outline of the chemical programs, test procedures, log sheets, product bulletins, Material Safety Data Sheets (MSDS), feed and control equipment specification.

A copy of the control plan for the WATER TREATMENT CONTRACTOR's proposed program must be included with the proposal. The control plan must include actions for the CRDA's engineers to take if the system is not in control

2.8 Contract Phase-Out Inspection

On a date not later than sixty (60) calendar days prior to the expiration of the contract, the CRDA and the WATER TREATMENT CONTRACTOR shall make a complete and systematic joint inspection of the Contractor's areas, CRDA furnished equipment, mechanical rooms, and building systems and equipment covered by this contract. The CRDA and the WATER TREATMENT CONTRACTOR shall identify all deficiencies other than normal wear and tear that need to be corrected by the WATER TREATMENT CONTRACTOR before the expiration of this contract.

3.0 GENERAL RESPONSIBILITIES:

The WATER TREATMENT CONTRACTOR will for the term of the contract:

- Provide sufficient qualified personnel to perform the Work.
- Furnish the services of all business and project managers, supervisors, and other personnel to manage and control the Work.
- Assure that the Water Treatment Programs are operated and maintained in full compliance with all applicable federal, state and local laws, codes, standards and regulations, as well as good engineering practice.
- Furnish or cause to be furnished, and maintain in force insurance in the types and amounts set forth.
- Furnish the services of administrative, operating, maintenance and technical personnel for the Water treatment Program.

3.1 Reporting Responsibilities:

The WATER TREATMENT CONTRACTOR shall provide monthly reports which shall include but not be limited to consumption of chemicals, log sheets, chemical range exception reports. WATER TREATMENT CONTRACTOR shall also provide a comprehensive annual report regarding cumulative data on the above, projected fuel use, and projected outage and maintenance schedules. The annual report shall also include WATER TREATMENT CONTRACTOR's recommendations regarding Facility capital improvements, and improvements in the efficient, safe and reliable operation of the Facility.

3.2 Efficiency and Reliability Requirements:

CRDA expects the WATER TREATMENT CONTRACTOR to implement and complete all reasonable efficiency enhancing and cost reduction measures that are mutually agreeable to the parties in the operation and maintenance of the Facility. Measures that are implemented by the WATER TREATMENT CONTRACTOR should achieve the highest practicable energy and cost savings at the CUP.

3.3 Site visits:

After award, the initial site visit of the WATER TREATMENT CONTRACTOR shall be used to survey existing systems and equipment. At this time, the proposed timeline for conversion to any new programs shall be finalized. The WATER TREATMENT CONTRACTOR shall schedule visits to the facility twice each month with visits approximately fifteen (15) days apart. During each visit, the WATER TREATMENT CONTRACTOR shall meet with designated plant personnel to conduct tests on all treated systems, review the test results and any new procedures, review the treatment logs maintained by the central plant, answer questions from personnel, make any required changes in treatment procedures and forward written reports of actions to the plant supervisor.

3.4 Utilities:

Utilities will be provided from existing outlets at no cost to the WATER TREATMENT CONTRACTOR . Utilities are limited to electricity, sewerage, water, heat, air conditioning and local telephone service.

3.5 Hand Tools, Cleaning and Office Supplies:

The WATER TREATMENT CONTRACTOR, at his own expense, shall maintain a full complement of hand tools, cleaning and office supplies necessary to fulfill the Basic Services portion of this agreement.

3.6 Drawings:

Any and all drawings and/or schematics developed by the WATER TREATMENT CONTRACTOR for any of the equipment, systems, or subsystems covered by the contract shall become the property of CRDA, a reproducible copy of which shall be supplied to CRDA upon completion. Personal Protective Equipment:

The WATER TREATMENT CONTRACTOR shall supply proper employee protective clothing, footwear, gloves, head gear, ear plugs, safety eye wear (not prescription lenses), etc., as required for the maintenance tasks required under this contract.

3.7 Warranty of Services:

The WATER TREATMENT CONTRACTOR shall warrant all workmanship, materials, equipment, and services provided under the terms of this contract for a minimum of one year or the manufacturer's period of warranty, whichever is longer, from the date of CRDA acceptance of work. Any rework or repair due to poor workmanship will be at the WATER TREATMENT CONTRACTOR's expense.

3.8 Safety Training:

The WATER TREATMENT CONTRACTOR will develop a comprehensive safety training program for the CUP and provide training to CUP employees in safety training relating to Water Treatment chemicals, handling, disposing and operation of equipment. WATER TREATMENT CONTRACTOR will instruct all CUP personnel annually in proper safety procedures.

3.9 Personnel Requirements

The WATER TREATMENT CONTRACTOR shall provide adequate numbers of qualified personnel to assure satisfactory performance of the services required by this contract. The WATER TREATMENT CONTRACTOR shall adhere to any special certification, licenses, or training requirements required by Federal, State or Local Jurisdictions. The WATER TREATMENT CONTRACTOR shall submit evidence of personnel qualifications to CRDA for review and shall receive written acceptance by CRDA prior to personnel being assigned to the contract. In addition, CRDA may prevent a Contractor employee from performing duties under this contract until the Contractor has substantiated his/her qualifications. Resumes of all personnel shall be provided during the phase-in period and subsequently any replacement personnel resumes shall be provided to CRDA for approval/consideration at least fourteen (14) days in advance of when the Contractor wants the employee to begin work. All replacement personnel shall meet or exceed all of the original personnel qualification requirements.

3.10 Training Requirements

The WATER TREATMENT CONTRACTOR shall conduct the following training for Contractor personnel. Documentation of all training completed shall be submitted to CRDA on an annual basis.

3.11.1 Safety Training

The WATER TREATMENT CONTRACTOR shall conduct safety meetings with CRDA and Contractor employees to ensure compliance with all safety rules, directives and regulations.

3.11.2 Respiratory Protection Training

The WATER TREATMENT CONTRACTOR shall develop and maintain a respiratory protection program in accordance with 29 CFR 1910.134.

3.11.3 Sexual Harassment and Equal Employment Opportunity Training

All WATER TREATMENT CONTRACTOR personnel shall receive specific training on prevention of sexual harassment and Federal equal employment opportunity regulations and laws for the work place.

3.12 Safety

All work shall be conducted in a safe manner in accordance with Occupational Health and Safety (OSH) regulations 29 CFR 1910 and 29 CFR 1926. The WATER TREATMENT CONTRACTOR employees shall wear the required Personal Protective Equipment (PPE), including, but not limited to, safety shoes, and head, ear, and eye protection when and where required. It is the Contractor's responsibility to provide employees with PPE and to replace worn or defective equipment as required by Federal and State Occupational Safety and Health Agency (OSHA) standards.

4.0 TERM:

The contract agreement between the WATER TREATMENT CONTRACTOR and CRDA will be a three (3) year agreement with two one (1) year extensions at the option of CRDA, and must include an early termination clause.

5.0 CORRESPONDENCE AND COMMUNICATIONS:

- 5.1 All correspondence in connection with this RFP and the WATER TREATMENT CONTRACTOR's Proposal shall be addressed to:

Capital Region Development Authority
100 Columbus Boulevard, Suite 500
Hartford, CT 06106
Attention: Jennifer Gaffey
JGaffey@crdact.net

All inquiries must be in writing and directed exclusively to Ms. Gaffey.

- 5.2 Five (5) bound copies of the Proposal(s) shall be delivered by 3:00 P.M. local time on the date shown for scheduled receipt of Proposals to the above address.

- 5.3 The WATER TREATMENT CONTRACTOR is requested to provide CRDA within three (3) days of the receipt of the RFP, the name of the person who will be the principal point of contact for the WATER TREATMENT CONTRACTOR with regard to the RFP and its Proposal and the additional information, as shown:

Name
Title
Company Name
Address
Telephone Number
Fax Number
E-Mail Address

The address should be specific (including location, suite, floor, and/or room numbers as appropriate) to allow for reliable receipt and delivery of correspondence. The address should be to a physical street address, not a Post Office Box. The communications shall be sent via electronic transmission to the address provided above.

- 5.4 All communications between CRDA and the WATER TREATMENT CONTRACTOR shall be in writing and sent to the person and addresses above. Information exchanged by telephone or in meetings must be confirmed in writing. Letters and other items may be sent by facsimile transmission or e-mail, but should be confirmed by originals or copies sent by mail or courier service.
- 5.5 All communications shall be clearly dated and identify the transmitting party.

6.0 MANDATORY PRE-BID CONFERENCE:

6.1 There will be a Mandatory Pre-Bid Conference and site walkthrough on December 4, 2018 at 10 AM. Proposers are requested to meet at CRDA's offices at 9:30. Attendance is mandatory. Proposals will not be accepted from vendors who have not attended the Pre-Bid meeting.

7.0 SCHEDULE:

Issue RFP:	November 20, 2018
Mandatory Site Walk Through:	December 4, 2018
Questions Due:	December 7, 2018
Answers Provided:	December 11, 2018
Proposals Due:	December 18, 2018
Interviews:	December 20, 2018
Begin the Thirty Day Phase-In:	January 1, 2019

8.0 BASIS FOR PROPOSAL EVALUATION:

Submitted proposals from interested WATER TREATMENT CONTRACTOR's will be evaluated and rated according to (1) professional qualifications of firm personnel assigned to this project, (2) the firm's experience and past performance on similar projects, (3) capacity of the firm to complete work in the desired time frame, and (4) a financial proposal. CRDA retains the right under this selection to award additional services to the preferred WATER TREATMENT CONTRACTOR.

9.0 COST OF PROPOSAL AND WATER TREATMENT CONTRACTOR SELECTION:

The cost of preparation of each WATER TREATMENT CONTRACTOR's Proposal is to be borne entirely by the WATER TREATMENT CONTRACTOR. CRDA will not be responsible for any costs incurred by the WATER TREATMENT CONTRACTOR or their subcontractors and vendors for any reason whatsoever; all Proposals submitted become the property of CRDA.

Upon receipt of and analysis of the Proposals, the WATER TREATMENT CONTRACTOR may be requested to confer with CRDA and may be asked for supplemental information, which will amend their Proposal.

CRDA may choose not to select the lowest price bidder. CRDA may select a WATER TREATMENT CONTRACTOR, select other vendors, or choose to perform services itself or abandon the program. The WATER TREATMENT CONTRACTOR, their sub-contractors and vendors will not be entitled to any compensation from CRDA for any reason.

All Proposals are firm for a period of 180 days after submittal; after which they may be withdrawn by written notice of the WATER TREATMENT CONTRACTOR.

The only costs of service to be borne by CRDA are the costs described in the Pricing Proposal.

10.0 TECHNICAL PROPOSAL:

10.1 Project Narrative:

As part of the technical proposal the potential WATER TREATMENT CONTRACTOR's are to submit a written description of the following:

- Corporate background
- Service personnel qualifications
- Service and testing procedures
- Chemical delivery protocols
- Laboratory capabilities
- Emergency procedures

10.2 Reference Projects:

As part of the technical proposal the potential WATER TREATMENT CONTRACTOR's are to submit narratives of similar projects that they have operated within the State of Connecticut.

10.3 Key Personnel:

The WATER TREATMENT CONTRACTOR shall include the resumes of key personnel from its staff that will be working on and directly involved with CRDA. Included with the resumes will be an organization chart showing each individuals position and lines of authority.

CRDA may object, for any reason whatsoever, to the qualifications of any of the personnel assigned to the CUP Project, and these individuals are to be withdrawn from the Project.

11.0 PRICING PROPOSAL:

The WATER TREATMENT CONTRACTOR is to submit a Pricing Proposal, inclusive of:

Basic Services Charge, which is representative of the cost of providing the Basic Scope of Services and,

Additional Services Rate Schedule, which shall include rate schedules for labor and percentage markups for goods and services that may be required from time to time.

The Pricing proposal shall be submitted in the following format:

Basic Services Charge – This is a fixed fee payable monthly to maintain the water treatment chemistry within the designated ranges as outlined in Appendix A. This fee shall include all chemicals, on-site service, laboratory services, testing chemicals and reagents and any other expenses required to perform the scope of work.

Additional Services Rate Schedule: The WATER TREATMENT CONTRACTOR will specify his hourly rates for each position indicated including engineering support, procurement services, mechanics, electricians, project managers etc. In this section the WATER TREATMENT CONTRACTOR must specify any markups that he will charge on goods and services procured and/or managed on behalf of CRDA.

Automated Chemical Feed System: As part of its pricing proposal, Contractor shall recommend, and if chosen provide, an automated chemical feed system for the CUP and the chemistry to support such system.

11.1 Form of Proposal:

The Proposal is to be submitted in the form indicated. Alternate forms of the Pricing Proposal may be offered; however, the form of the Pricing Proposal contained in this Proposal must be provided or the Proposal will not be considered responsive.

The Proposals are to be organized as follows:

Volume I:

- Technical Proposal.
- Pricing Proposal.

12.0 CODE OF CONDUCT:

It is the objective of CRDA to obtain the best services possible by giving fair and impartial consideration to all WATER TREATMENT CONTRACTORS invited to submit a Proposal. Every potential WATER TREATMENT CONTRACTOR will be qualified on a fair and equal basis. WATER TREATMENT CONTRACTORS will be given the same information and treated equally with respect to the selection process. The granting of any advantage to one while excluding others is not permitted.

13.0 PUBLICITY:

No references to CRDA, the CCC, or parties affiliated with CRDA or the CCC, shall be used in any WATER TREATMENT CONTRACTOR advertising, promotional efforts or any other publicity of any kind without the prior written permission of CRDA.

14.0 INSURANCE REQUIERMENTS:

WATER TREATMENT CONTRACTOR shall not commence work until it has obtained all insurance referred to herein, provided proof as set forth and such insurance has been approved by CRDA.

WATER TREATMENT CONTRACTOR shall secure, pay for and maintain the following insurance policies in full force and effect during the term of the agreement:

- 14.1 Workers' Compensation affording coverage under the Workers' Compensation laws of the State of Connecticut, and Employer's Liability coverage subject to a limit of no less than \$500,000 for each employee, \$500,000 for each accident and disease and \$500,000 policy limit.
- 14.2 Commercial General Liability Insurance for limits of \$1,000,000 per occurrence. Bodily Injury and Property Damage combined, \$1,000,000 per occurrence. Personal and Advertising Injury, \$2,000,000 Aggregate Products and Completed Operations Liability and \$2,000,000 General Aggregate limit per location.
- 14.3 Business Automobile Liability Insurance for Bodily Injury and Property Damage in the amount of \$1,000,000 combined and covering all owned, non-owned and hired vehicles.

The liability policies shall be written on an occurrence basis with no deductible.

The liability policies shall be endorsed to name "CRDA" as "Additional Insureds". The definition of "Additional Insureds" shall include Partners, Officers, Directors, Employees, Agents and Representatives of the named entity including any managing agent. Further, coverage for the "Additional Insureds" shall apply on a primary basis, regardless of any other insurance, whether collectible or not.

- 14.4 Umbrella Liability Insurance at not less than a \$5,000,000 limit providing excess coverage over all limits and coverages noted in paragraphs (1), (2) and (3) above. This policy shall be written on an occurrence basis.
- 14.5 Professional Liability Insurance (Errors and Omissions) in amounts no less than \$1,000,000 per occurrence and in the aggregate.

All policies noted above shall be written with insurance companies licensed to do business in the State of Connecticut and rated no lower than A 10 in the most current edition of A.M. Best's Property-Casualty Key Rating Guide.

All policies shall be endorsed to provide that in the event of cancellation, non-renewal or material modification, Owner shall receive 30 days written notice.

Contractor shall furnish Owner with certificates of insurance evidencing compliance with all insurance provisions noted herein no later than 5 days prior to commencement of work.

Indemnification / Hold Harmless:

The WATER TREATMENT CONTRACTOR shall, to the fullest extent permitted by law and at its own cost and expense (which may include insurance proceeds), defend, indemnify and hold the State of Connecticut and CRDA, their respective partners, directors, officers, employees, servants, representatives and agents harmless from and against any and all claims, loss (including but not limited to attorneys' fees, witnesses' fees and all court costs), damages, expense and liability (including statutory liability), resulting from injury, disease or death of any person or damage to or loss of any property arising out of any negligent or wrongful act, error, omission or breach of contract, in connection with the performance of the contractor and/or its subcontractors, agents or employees. The foregoing indemnity shall include injury, disease or death of any employee of the contractor and shall not be limited in any way by any amount or type of damages, compensation or benefits payable under any applicable Workers' Compensation, Disability Benefits or other similar employee benefits act.

The WATER TREATMENT CONTRACTOR agrees to waive its rights of subrogation against the Owner, its partners, directors, officers, employees, servants, representatives and agents applicable to any claims brought against the owner by the contractor's employees.

15.0 MISCELLANEOUS:

1. Submissions must be received no later than **Tuesday, December 18, 2018 at 3:00 PM (EST)** in order to be considered. Submissions received after the time and date specified shall not be considered. The qualifications and other information contained within the submission should be submitted in strict compliance with the directives provided in this RFP. It is the respondent's responsibility to make certain that CRDA receives the submission at the specified location by the established deadline.
2. All submissions, inquiries or correspondence relating to this RFP and all reports, displays, schedules, attachments, exhibits and other documentation submitted by a respondent will become the property of CRDA upon receipt and may become public records pursuant to the State of Connecticut Freedom of Information Act.
3. All proprietary information disclosed to CRDA shall, to the extent permitted by law, be held in confidence, except as CRDA may otherwise be permitted by written instructions from the respondent.
4. Each submission should clearly identify any information that is considered to be confidential or proprietary information.
5. CRDA shall have the right to request additional information from, and review additional records of any or all respondents. Failure to comply with such requests may result in elimination from further consideration.
6. CRDA, at its sole discretion, may interview none, one, some, or all of the respondents who submit to this RFP. CRDA may also require the respondents to submit additional information.
7. Issuance of this RFP does not obligate CRDA to undertake any action. This RFP does not commit CRDA to award a contract. CRDA reserves the right to use submissions as a basis for negotiation with one or more respondents and/or with parties other than those responding to this RFP and/or terms other than those set forth herein. CRDA reserves the right to waive compliance with and/or change any terms of this RFP.
8. This RFP may be reissued, amended, or withdrawn if it is deemed in the best interest of CRDA to do so, or if, in the sole and absolute judgment of CRDA (in consultation with its advisors), all responses are unacceptable. CRDA retains the right to reject any and all submissions at CRDA's sole discretion and retains the right to re-solicit for submissions if deemed to be in its best interest.

9. CRDA reserves, holds without limitation, and may exercise, at its sole discretion, all rights and conditions with regards to the RFP. CRDA makes no representations or warranties to the accuracy of the information or assumptions contained in this RFP or otherwise furnished to respondents. A respondent is expected to become familiar with the requirements of the RFP.
10. Facsimile or e-mailed submissions will not be accepted in response to this RFP. It is the sole responsibility of the respondent to ensure that its submission and any other documentation required under this RFP are received by CRDA on or before the deadline.
11. CRDA is not liable or responsible for inhibited or interrupted courier, mail or other service, regardless of the postmark, weigh bill or other details. Respondents shall be solely responsible for the delivery of their submissions in the manner and time prescribed. Late submissions may be accepted at the discretion of CRDA. CRDA will not accept responsibility for documents delivered to other City facilities and, at the discretion of CRDA, may be declared disqualified.
12. Submissions that are unsealed, conditional, illegible, obscured and/or contain arithmetical errors, erasures, alterations, or irregularities of any kind may, at the discretion of CRDA, be declared disqualified.
13. All submissions must be delivered according to the instructions herein. Each submission must comply with the stipulations set forth in this RFP, any amendments and any written responses from CRDA to respondent inquiries.
14. The respondent's submission shall identify a single contact person for receipt of responses and information from CRDA. The preferred method of receipt and distribution of information will be by e-mail. Therefore, a contact name, phone number, mailing address and e-mail address should be included in the submission.
15. Amendment(s) to the RFP, if any, will be issued at the discretion of CRDA and will be located on CRDA's website at www.crdact.net. In the event that it becomes necessary to revise any part of this RFP or if additional information is necessary to enable the respondents to make adequate interpretation of the provisions of this RFP, an amendment to the RFP will be issued. All respondents are strongly urged to periodically check the website.
16. The respondent is responsible for any and all costs incurred by respondent while inquiring or responding to this RFP. Respondents are solely responsible and without recourse to CRDA for their own expenses in preparing and submitting an RFP response and providing any clarifications and additional information that may be requested by CRDA.
17. A submission found to be non-responsive will not be considered. A submission may be rejected if found to be in nonconformance with the requirements and instructions.
18. The Authority is an Equal Opportunity and Affirmative Action employer and does not discriminate in its hiring, employment, or business practices. The Authority is committed to complying with the Americans with Disabilities Act of 1990 (ADA) and does not discriminate on the basis of disability in admission to, access to, or operation of its programs, services or activities.

ATTACHMENT 1 EQUIPMENT LIST

2 – Cleaver Brooks 600 HP Fire Tube Boilers with accessories
1 – Cleaver Brooks 400 HP Fire Tube Boilers with accessories
1 – Cleaver Brooks 100,000 lb/hr Deaerating feedwater heater with accessories
3 – 48 GPM Feedwater Pumps
2 – 240GPM Condensate Transfer Pumps
1 – Trane 800 Ton Electric Centrifugal Chiller with accessories
1 – Trane 1200 Ton Electric Centrifugal Chiller with accessories
1 – Trane 1200 Ton Two-Stage Steam Absorption Chiller with accessories
2 – 3600 GPM Condenser Water Pumps
1 – 2400 GPM Condenser Water Pumps
2 – 2057 GPM Primary Chilled Water Circulating Pumps
1 – 1370 GPM Primary Chilled Water Circulating Pumps
1 – 3610 MBH Plate and Frame Heat Exchanger w/ chilled water and condenser water pumps
1 – Distributed Control System
Chemical feed station for boilers and chillers

Additional equipment that is part of the CUP equipment but not physically located in the CUP includes:

3 – Marley 3525 GPM Induced Draft Crossflow cooling Towers with accessories

2 – 25,000 gallon FO storage Tanks with Transfer pumps and piping from tanks to CUP

Chilled water, steam and condensate piping to first flange on Mechanical Mezzanine of Marriott Hotel

Chilled Water, steam and condensate piping to and including meters of CCC

Natural Gas piping from CNG metering station to CUP

Electrical Systems from utility meters to any equipment defined above as part of the CUP and all electrical systems inside of the CUP

4 – Condensate Return Pumps located in the CCC

2 – Condensate Return Pumps located in the parking garage

3- Water pressure booster pumps located in fire pump room

Multiple water pressure reducing stations located throughout facility

All condensate drains including parking garage and CCC

Glycol heat exchanger and pump to serve parking garage

2 – 1000 kW emergency generators

ATTACHMENT 2 ENVIRONMENTAL RESPONSIBILITIES

Hazardous Waste Management:

The WATER TREATMENT CONTRACTOR shall conduct all operations in a manner that reduces or eliminates the generation of waste; and shall reuse, reclaim, or recycle material to the maximum extent possible; and shall manage and dispose of hazardous waste in accordance with specific State Regulations and current EPA guidance. Hazardous wastes are solid wastes that meet the definition of a hazardous waste in 40 CFR 261. These may include, but are not limited to, PCBs (primarily in light ballasts); lead and lead-contaminated debris; solvents and solvent-contaminated rags; spent lithium, mercury and alkaline batteries; and fluorescent light bulbs.

Less-than-30-Day Accumulation Site

The WATER TREATMENT CONTRACTOR shall not store hazardous waste on site longer than 30 days. Hazardous wastes generated by the performance of this contract shall accumulate in limited quantity at the site for up to 30 days until the waste can be picked up by a Contractor qualified to dispose of hazardous waste. The WATER TREATMENT CONTRACTOR shall designate a Site Manager who shall inspect the Accumulation Site, at least weekly, to ensure all requirements of the Hazardous Waste Management Plan are being met.

Water Treatment Chemicals

The WATER TREATMENT CONTRACTOR shall maintain an inventory of water treatment chemicals in accordance with the needs of the CUP and in compliance with all applicable federal state and local regulations.

Hazardous Waste Disposal

Waste that is generated by the WATER TREATMENT CONTRACTOR in performance of this contract shall be picked up from the designated storage site(s) and transported to disposal facilities and discarded in accordance with all applicable local, state, and Federal laws. This waste shall be disposed at the WATER TREATMENT CONTRACTOR's expense. Documentation showing the date, commercial firm performing the disposal, and method of disposal shall be maintained a minimum of five years and made available to CRDA upon request.

Spill Reporting

The WATER TREATMENT CONTRACTOR shall notify CRDA immediately when any amount of hazardous material or waste is released to the environment or if a spill occurs.

General Trash and Recyclable Items

The WATER TREATMENT CONTRACTOR shall provide all waste removal services to include all hazardous and non-hazardous wastes. These wastes shall be disposed of off-site in accordance with all state and local laws.

The WATER TREATMENT CONTRACTOR shall recycle their own consumable used such as high-grade white paper, aluminum cans, junk mail, cardboard, plastic glass bottles, tin cans, toner cartridges and newspapers.

Hazardous Materials Management

Emergency Planning and Community Right-to-Know Act (EPCRA)

The WATER TREATMENT CONTRACTOR shall maintain records of all hazardous materials brought onsite. The supporting records shall be maintained for a period of five years for auditing purposes. These records shall include a Material Safety Data Sheet (MSDS) for each hazardous material as well as the following information:

- (1) Maximum amount of the material onsite on any one day of the year.
- (2) Average amount of the material stored onsite.
- (3) Quantity of material used during the calendar year.
- (4) Type of container used to store the hazardous material.
- (5) Storage location of the hazardous material.

Hazardous Materials Storage

The WATER TREATMENT CONTRACTOR shall store hazardous materials in accordance with guidance contained in 40 CFR 260-270. The WATER TREATMENT CONTRACTOR shall limit quantity of hazardous materials to a 30-day supply wherever possible and shall purchase only required amounts of hazardous materials for Work Orders. Flammable lockers shall be used for storage. Containers of hazardous materials shall be tightly sealed when not in use. Housekeeping shall be strictly enforced. Storage areas and lockers shall be maintained in a neat and orderly manner.

Environmental Compliance

The WATER TREATMENT CONTRACTOR shall comply with all applicable Federal, State, and local environmental regulations and permits.

ATTACHMENT 3 QUALITY CONTROL PLAN (QCP)

The WATER TREATMENT CONTRACTOR shall implement a Quality Control Program (QCP) to assure the performance standards in this contract are being consistently met or exceeded. The written Quality Control Plan should assess all aspects of the Contractor's building operations and procedures. The plan shall also describe how the WATER TREATMENT CONTRACTOR will utilize quality control to foster optimum customer service. The WATER TREATMENT CONTRACTOR shall submit the QCP within the first 60 days of the Contract Term. The QCP shall include the following:

Inspection System:

The WATER TREATMENT CONTRACTOR shall maintain an up-to-date QCP throughout the term of this contract that is acceptable to CRDA. The program shall include but is not limited to an inspection system which is tailored to the specific buildings and equipment covered under the terms of this contract and which covers all services specified. The WATER TREATMENT CONTRACTOR shall devise a monthly inspection schedule and checklists to be used by on-site staff and corporate/executive personnel in regularly scheduled and unscheduled QCP inspections. The Schedule shall identify what equipment will be checked and the checklist shall identify what items will be inspected on each type of equipment as the checks are being performed. Once completed, the checklist used shall be signed and dated by the inspector at the time that the inspection is completed. All QCP inspections shall be available to CRDA at all times.

QCP Personnel:

The WATER TREATMENT CONTRACTOR shall identify all on-site personnel who will be performing routine QCP inspections by name, title, and type of inspection each is authorized to perform.

QCP Documentation:

The WATER TREATMENT CONTRACTOR shall maintain and make available to CRDA complete records of all inspection work performed. A hard copy of all QCP inspection reports shall be submitted to CRDA by the Monday (Close of Business) immediately following the inspection.

Annual Executive Quality Control Inspection:

The WATER TREATMENT CONTRACTOR shall perform a quality control inspection of the operations at the CUP annually. A report of the findings from the annual QC inspection shall be provided to CRDA along with proposed corrective actions not later than 15 days after completion of each inspection.

WATER TREATMENT SPECIFICATIONS

Boilers

The internal boiler water treatment program shall be a minimally precipitating program. The make up water to these boilers is softened. The program shall use an oxygen scavenger fed separately from the internal polymer and neutralizing amine treatments. Propose a sodium sulfite-based oxygen scavenger, internal polymer boiler water treatment and amines for steam and condensate treatment. The WATER TREATMENT CONTRACTOR is invited to provide alternative treatment methods in addition to the required method described above, but the offer must include the specified program. The condensate treatment shall be an aqueous blend of neutralizing amines that will meet the pH specifications at any area tested in the steam system supplied by the boiler. The amine distribution ratio must be proper for even distribution from the separate steam headers for the complex.

The WATER TREATMENT CONTRACTOR shall maintain, at a minimum, the following:

- Alkalinity limits 200-400 ppm
- Sulfite limits 30-60 ppm
- Condensate pH limits 8.0-8.5 pH
- Conductivity limits 1200 – 1500 uMHO
- Blowdown to be set at 2 percent of feedwater

Condenser Water

The condenser water treatment shall be a blend of zinc, inorganic and/or organic phosphate, synthetic polymeric dispersants, halogen resistant azole, and molybdenum. The WATER TREATMENT CONTRACTOR is invited to provide alternative treatment methods in addition to the required method described above, but the offer must include the specified program. The primary liquid biocide program for bulk water sterilization shall provide and maintain a 0.5 – 1.0 free and available halogen as Cl₂.

A second alternating biocide program shall be provided for, at a minimum, proactive application as a penetrating, non-oxidizing biocide primarily against anaerobic bacteria. The secondary biocide shall be 120 ppm of 45 percent glutaraldehyde solution, applied once per week. The dosage is to be introduced to the condenser water system within one hour from start of application, with a minimum 4 hour lock-out of system blowdown. The Offeror is invited to provide an alternative treatment method in addition to the required method described above, but the offer must include the specified program. The PH of the condenser water shall be maintained at a PH of 8.2 to 8.8.

The WATER TREATMENT CONTRACTOR shall maintain the following limits:

- Cycles of Concentration 10.0 maximum
- pH 8.2-8.8

- Continuous Free Halogen 0.5 ppm to 1.0 ppm

Chilled Water

The Primary Chilled Water Treatment Program shall be a buffered nitrite and molybdate. Nitrite limits to be 500 -- 1000 ppm as NO₂, Molybdate levels will be 75-150 ppm and pH of 8.0 - 10.5. The liquid non-oxidizing biocide shall be 120 ppm of 1.5 percent isothiazolin per dose. Propose 1 dose per month. The total system for calculation purposes is 33,000 gallons.

Other alternate chilled water treatments will be considered if superior performance over nitrite with azole is cost effective as determined by the CRDA.

The Offeror is invited to provide an alternative biocide treatment in addition to the required method described above, but the offer must include the specified programs.

Boiler Water

- Condensate corrosion will average less than 1 mils per year on mild steel.
- Iron transport studies will be run to maintain boilers free of iron deposits.
- Condensate iron levels will be maintained at or below 1.0 ppm; Copper levels will be maintained below 0.5 ppm.

Condenser Water

- System approach temperatures will not exceed 9 F based on a clean system operation of 7° F.
- Mild steel corrosion will average less than 1 mils per year on corrosion coupons.
- Copper corrosion will average less than 0.1 mils per year on corrosion coupons.
- Microbiological activity will be maintained at less than or equal to 1.0 x 10⁵ colony forming units per milliliter and Sulfate Reducing Bacteria will be maintained at 0 colony-forming units.
- All equipment shall have clean heat transfer surfaces with no pitting as determined by the Authority and their consultants.
- Tower water conditions will be maintained below a Langlier Saturation Index of 2.5 units.

Chilled Water or Closed Loop Waters

- Mild steel corrosion will average less than 0.5 mils per year on corrosion coupons.
- Copper corrosion will average less than 0.1 mils per year on corrosion coupons.
- All heat transfer equipment shall have clean heat transfer surfaces with no pitting as determined by the CRDA and their consultants
- Microbiological activity will be maintained at less than or equal to 1.0 x 10⁴ colony forming units per milliliter and Sulfate Reducing Bacteria will be maintained at 0 colony-forming units.

Service Reports

All service reports, Lab water analysis, Lab reports, Coupon analysis, Plant correspondence, Training materials, Test procedures, Historical data, etc. must be in delivered in an electronic format, viewable with typical personal computer word processor. These e-documents shall be delivered via e-mail.

- All regular service must be provided in accordance with the Scope of Work.
- A minimum of thirty (30) days inventory of each chemical must be maintained on site at all times.

**APPENDIX A
PROPOSAL LETTER
CAPITAL REGION DEVELOPMENT AUTHORITY**

We propose to furnish and deliver any and all of the deliverables and services named in the Request for Proposals (RFP) to provide construction contract compliance services for the Capital Region Development Authority. It is understood that this proposal constitutes an offer.

It is understood and agreed that we have read CRDA's specifications described in the RFP and that this proposal is made in accordance with the provisions of such specifications. By signing this proposal, we guarantee and certify that all items included in this proposal meet or exceed any and all such specifications.

We agree, if awarded the contract, to deliver goods or services which meet or exceed the specifications.

Respectfully submitted,

Legal Name of Bidder

Date

Authorized Signature (original) (Typed Name)

Title

Street Address

Telephone No.

City, State, Zip Code

Fax No.

Social Security OR Federal Tax Payer ID No.

E-mail Address

Remittance Address (if different from street address)

City, State, Zip Code

Location of Bidder

Bidder is: Individual Partnership Corporation* Joint Venture

State of Incorporation: Connecticut Other:

Is Corporate Seal Available In Connecticut: Yes** No

* Attach to this page evidence of authority of the above officer to submit an offer on behalf of the corporation, giving also, the names and addresses of the other officers.

If yes, affix corporate seal.

Appendix B
CONTRACT COMPLIANCE PACKAGE

- The following forms are **MANDATORY** and must be completed and returned with bidder's response to this Request for Proposal
 1. Notification to Bidders Form
 2. Evidence of Nondiscrimination Form
 3. Employment Information Form

If the vendor submitting the bid files an EEO-1 or an EEO-4 form with the Federal Government, a copy of the EEO-1 or EEO-4 may be attached to the Employment Information Form in lieu of completion.

- Definitions and descriptions to assist in completing the Employment Information Form

CONTRACT COMPLIANCE NOTIFICATION TO BIDDERS

The contract to be awarded is subject to contract compliance requirements mandated by Sections 4a-60 and 4a-60a of the Connecticut General Statutes; and, when the awarding agency is the state, Sections 46a-71(d) and 46a-81i(d) of the Connecticut General Statutes. There are Contract Compliance Regulations codified at Section 46a-68j-21 through 43 of the Regulations of Connecticut State Agencies which establish a procedure for the awarding of all contracts covered by Sections 4a-60 and 46a-71(d) of the Connecticut General Statutes.

According to Section 46a-68j-30(9) of the Contract Compliance Regulations, every agency awarding a contract subject to the contract compliance requirements has an obligation to "aggressively solicit the participation of legitimate minority business enterprises as bidders, contractors, subcontractors and suppliers of materials." "Minority business enterprise" is defined in Section 4a-60 of the Connecticut General Statutes as a business wherein fifty-one percent or more of the capital stock, or assets belong to 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 Section 32-9." "Minority" groups are defined in Section 32-9n of the Connecticut General Statutes as "(1) Black Americans. . . (2) Hispanic Americans . . . (3) persons who have origins in the Iberian Peninsula . . . (4) Women ... (5) Asian Pacific Americans and Pacific Islanders; or (6) American Indians . . ." An individual with a disability is also a minority business enterprise as provided by Section 32-ne of the Connecticut General Statutes. The above definitions apply to the contract compliance requirements by virtue of Section 46a-68j-21(11) of the Contract Compliance Regulations.

The awarding agency will consider the following factors when reviewing the bidder's qualifications under the contract compliance requirement:

- (a) the bidder's success in implementing an affirmative action plan;
- (b) the bidder's success in developing an apprenticeship program complying with Connecticut General Statutes Sections 46a-68-1 to 46a-68-17 inclusive;
- (c) the bidder's promise to develop and implement a successful affirmative action plan;
- (d) the bidder's submission of employment statistics contained in the "Employment Information Form", indicating that the composition of its work force is at or near parity when compared to the racial and sexual composition of the work force in the relevant labor market area; and
- (e) the bidder's promise to set aside a portion of the contract for legitimate minority business enterprises. See Section 46a-68j-30(10)(E) of the Contract Compliance Regulations.

ACKNOWLEDGMENT OF CONTRACT COMPLIANCE NOTIFICATION TO BIDDERS

INSTRUCTION: Bidder must sign acknowledgment below, and return this form to the awarding agency with the bid proposal.

The undersigned duly authorized representative of the bidding vendor acknowledges receiving and reading a copy of the **NOTIFICATION TO BIDDERS**. *(Please print name under signature line.)*

Signature

Title

Date

On behalf of:

Vendor Name

Street Address

City State Zip

Federal Employee Identification Number
(FEIN/SSN)

This form is **MANDATORY** and must be completed, signed, and returned with the vendor's bid.

This form is **MANDATORY** and must be completed, signed, and returned with the vendor's bid.

EVIDENCE OF NONDISCRIMINATION FORM

Vendor Name

Street Address

City State Zip

Contact Person Title

() _____
Telephone Number

We have read the extract provided of C.G.S. Section 4a-60 and Connecticut State Agencies' Regulations Section 46a-68j-23 and agree with the principles expressed therein. We offer as evidence of nondiscrimination and of our agreement and ability to meet contract compliance regulations one or more of the following factors and have enclosed appropriate, related documentation. Note: If the vendor/bidder/contractor is an individual and does not employ anyone, please check here [] and sign below.

FACTORS

EVIDENCE ENCLOSED

- (a) success in implementing an Affirmative Action Plan; _____

- (b) success in developing an apprenticeship program in compliance with Connecticut General Statutes Sections 46a-68-1 to 47a-68-17 inclusive; _____

- (c) promise to develop and implement a successful affirmative action plan; _____

- (d) submission of Employment Information Form or EEO-1/EEO-4 data indicating that the composition of its workforce is at or near parity in the relevant labor market area; and _____

- (e) promise to set aside a portion of the contract for legitimate minority business enterprises. _____

Signature Title Date

This form is **MANDATORY** and must be completed, signed, and returned with the vendor's bid.

EMPLOYMENT INFORMATION FORM

WORKFORCE ANALYSIS AFFIRMATIVE ACTION REPORT

Vendor/Bidder/Contractor _____

Contact Person _____

Date _____

Address _____

Telephone _____

Bid Number _____

Report all permanent full-time or part time employees, including apprentice and on the job trainees. Enter the numbers on all lines and in all columns.

JOB CATEGORIES	OVERALL TOTALS (Sum of all col: A-E Male & Female)	A WHITE (Not of Hispanic Origin)		B BLACK (Not of Hispanic Origin)		C HISPANIC		D ASIAN or PACIFIC ISLANDER		E AMERICAN INDIAN ALASKAN NATIVE		F PHYSICALLY DISABLED	
		Male -----	Female	Male -----	Female	Male -----	Female	Male -----	Female	Male -----	Female	Male -----	Female
Officials & Managers													
Professional													
Technicians													
Sales Workers													
Office and Clerical													
Craft Workers (Skilled)													
Operatives (Semi-Skilled)													
Laborers (Unskilled)													
Service Workers													
TOTALS of ABOVE													
Do you use minority businesses as subcontractors or suppliers? [] Yes [] No						Explain:							
If CT based, do you post all employment openings with the State of CT Employment Service? [] Yes [] No						Explain:							
Do you implement a written Affirmative Action Plan? [] Yes [] No						Explain:							
DESCRIBE YOUR RECRUITMENT, HIRING, TRAINING, AND PROMOTION ANTIDISCRIMINATION PRACTICES													

- [] I am an individual with no employees. (Please sign below. Print or type name beneath signature.)
- [] I have submitted a Federal EEO-1 or equivalent. See attachment. (Please sign below. Print or type name beneath signature.)

Signature _____

Title _____

Date _____

DEFINITIONS OF RACES AND OCCUPATIONS

RACE/ETHNIC IDENTIFICATION

- A. WHITE - (not of Hispanic origin) - All persons having origins in any of the original peoples of Europe, North Africa or the Middle East.
- B. BLACK - (not of Hispanic origin) - All persons having origins in any of the Black racial groups of Africa.
- C. HISPANIC - All persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin regardless of race.
- D. ASIAN OR PACIFIC ISLANDER - All persons having origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent or the Pacific Islands. This area includes, for example, China, Japan, Korea, the Philippine Islands, and Samoa.
- E. AMERICAN INDIAN OR ALASKAN NATIVE - Persons have origins in any of the original peoples of North America, and who maintain cultural identification through tribal affiliation or community recognition.
- F. PHYSICALLY DISABLED - Persons who have any chronic physical handicap, infirmity or impairment, whether congenital or resulting from bodily injury, organic processes or changes or from illness, including but not limited to blindness, epilepsy, deafness or hearing impaired or reliance on a wheelchair or other remedial appliance or device.

DESCRIPTION OF JOB CATEGORIES

- 01. OFFICIALS AND MANAGERS - Occupations requiring administrative and managerial personnel who set broad policies, exercise overall responsibility for execution of these policies, and direct individual departments or special phases of a firm's operations. Include officials, executives, middle management, plant managers, department managers, department manager and superintendents, salaried supervisors who are members of management, purchasing agents and buyers, railroad conductors and yard masters, ship captains, mates and other officers, farm operators and managers, and kindred workers.
- 02. PROFESSIONALS - Occupations requiring either college graduation or experience of such kind and amount as to provide a comparable background. Includes accountants and auditors, airplane pilots, and navigators, architects, artists, chemists, designers, dietitians, editors, engineers, lawyers, librarians, mathematicians, natural scientists, registered professional nurses, personnel and labor relations specialists, physical scientists, physicians, social scientists, teachers, and kindred workers.
- 03. TECHNICIANS - Occupations requiring a combination of basic scientific knowledge and manual skill which can be obtained through two years of post high school education such as offered in many technical institutes and junior colleges, or through equivalent on-the-job training. Includes computer programmers, drafters, engineering aids, junior engineers, mathematical aides, licensed, practical or vocational nurses, photographers, radio operators, scientific assistants, surveyors, technical illustrators, technicians, (medical, dental, electronic, physical science), and kindred workers.

04. SALES WORKERS - Occupations engaging wholly or primarily in direct selling; Includes: advertising agents and salesmen, insurance agents and brokers, real estate agents and brokers, stock and bond salesmen, demonstrators, salesmen and sales clerks, and kindred workers.
05. OFFICE AND CLERICAL WORKERS - Includes all clerical-type work regardless of level of difficulty, where the activities are predominately non-manual though some manual work not directly involved with altering or transporting the products is included. Includes: bookkeepers, cashiers, collectors (bills and accounts), messengers and office boys, office machine operators, shipping and receiving clerks, stenographers, typists and secretaries, telegraph and telephone operators, and kindred workers.
06. CRAFT WORKERS (SKILLED) - Manual workers of relatively high skill level having a thorough and comprehensive knowledge of the processes involved in their work. Exercise considerable independent judgment and usually receive an extensive period of training. Includes: the building trades, hourly paid foremen and leadmen who are not members of management, mechanics and repairmen, skilled machining occupations, compositors and typesetters, electricians, engravers, job setters (metal), motion picture projectionists, pattern and model makers, stationary engineers, tailors and tailoresses, and kindred workers.
07. OPERATIVES (SEMI-SKILLED) - Workers who operate machine or processing equipment or perform other factory-type duties of intermediate skill level which can be mastered in a few weeks and require only limited training.
08. LABORERS (UNSKILLED) - Workers in manual occupations which generally require no special training. Perform elementary duties that may be learned in a few days and require the application of little or no independent judgment. Includes; garage laborers, car washers and greasers, gardeners (except form) and groundskeepers, longshoremen and stevedores, lumbermen, digging, mixing, loading, and pulling operations, and kindred workers.
09. SERVICE WORKERS - Workers in both protective and non-protective service occupations. Includes: attendants (hospital and other institution, professional and personal service), barbers, charwomen and cleaners, cooks (except household), counter and fountain workers, elevator operators, firemen and fire protection, guards, watchmen and doorkeepers, stewards, janitors, policemen and detectives, porters, waiters and waitresses, and kindred workers.
10. APPRENTICES - Persons employed in a program including work training and related instruction to learn a trade or craft which is traditionally considered an apprenticeship, regardless of whether the program is registered with a Federal or State agency.
11. TRAINEES - Persons engaged in formal training for craft workers when not trained under apprentice programs - operative, laborer, and service occupations; also persons engaged in formal training for official, managerial, professional, technical, sales, office, and clerical occupations.

APPENDIX C



**STATE OF CONNECTICUT
NONDISCRIMINATION CERTIFICATION – Affidavit By Entity
For Contracts Valued at \$50,000 or More**

Documentation in the form of an affidavit signed under penalty of false statement by a chief executive officer, president, chairperson, member, or other corporate officer duly authorized to adopt corporate, company, or partnership policy that certifies the contractor complies with the nondiscrimination agreements and warranties under Connecticut General Statutes §§ 4a-60(a)(1) and 4a-60a(a)(1), as amended

INSTRUCTIONS:

For use by an entity (corporation, limited liability company, or partnership) when entering into any contract type with the State of Connecticut valued at \$50,000 or more for any year of the contract. Complete all sections of the form. Sign form in the presence of a Commissioner of Superior Court or Notary Public. Submit to the awarding State agency prior to contract execution.

AFFIDAVIT:

I, the undersigned, am over the age of eighteen (18) and understand and appreciate the obligations of an oath. I am _____ of _____, an entity

Signatory's Title

Name of Entity

duly formed and existing under the laws of _____
Name of State or Commonwealth

I certify that I am authorized to execute and deliver this affidavit on behalf of

_____ and that _____
Name of Entity Name of Entity

has a policy in place that complies with the nondiscrimination agreements and warranties of Connecticut

General Statutes §§ 4a-60(a)(1) and 4a-60a(a)(1), as amended.

Authorized Signatory

Printed Name

Sworn and subscribed to before me on this _____ day of _____, 20____.

**Commissioner of the Superior Court/
Notary Public**

Commission Expiration Date