

**STATE OF CONNECTICUT
DEPARTMENT OF CORRECTION
PURCHASING DEPARTMENT
24 Wolcott Hill Road
Wethersfield, CT 06109**

INVITATION TO BID
SPECIFICATIONS & BID DOCUMENTS ATTACHED

BID NO: **20DOC0502AA** *BID OPENING DATE & TIME:* **August 9, 2019 2:00PM**

PURCHASING CONTACT: Michael McGuinness *PHONE # :* **860-692-7851**

BID CLASS/SUB-CLASS & DESCRIPTION: **0066- Installation and activation
of a sub-slab depressurization
radon (SSD) mitigation system.**

**BID IS TO BE MAILED IN AS A SEALED BID ONLY. FAXES AND/OR E-
MAIL OR LATE BIDS WILL NOT BE ACCEPTED.**

RETURN BID TO: **Department of Correction
24 Wolcott Hill Road
Wethersfield, CT 06109
ATTN: Michael McGuinness**

*BIDS CANNOT BE ACCEPTED AFTER SPECIFIED BID OPENING TIME.
VENDORS WILL NOT BE ADMITTED TO STATE BUILDINGS WITHOUT A VALID
PHOTO*

**There will be a mandatory pre-bid walk-thru **Thursday July 31st at
10:00AM** at the Bridgeport Parole Office 1052 North Avenue Bridgeport,
CT 06357. **Failure to attend walk-thru will result in disqualification
from submitting a bid.****

STATE OF CONNECTICUT

DEPARTMENT OF CORRECTION

BIDDER'S CHECKLIST

THIS FORM IS NOT TO BE RETURNED WITH YOUR BID. HOWEVER, IT IS SUGGESTED THAT YOU REVIEW AND CHECK OFF EACH ACTION AS YOU COMPLETE IT.

The Bid Proposal must be signed by a duly authorized representative of the company (unsigned bids are automatically rejected) and the **Exhibit B Price Schedule** must be included with your bid.

- The bid prices you have offered in **Exhibit B** have been reviewed and verified.
- The price extensions and totals have been checked. (In case of discrepancy between unit prices and total prices, the unit price will govern the bid evaluation).
- Any errors, alterations, corrections or erasures to unit prices, total prices, etc. must be initialed by the person who signs the bid proposal or his designee. Such change made and not initialed means automatic rejection of bid.
- The payment terms are NET 45 Days. Net Terms for periods less than 45 days (Ex. Net 30) may result in bid rejection. (You may offer cash discounts for prompt payment.) *Exception:* State of CT Small Business Set-Aside bids payment terms shall be in accordance with CGS 32-09h.
- Reference **Exhibit A** for any technical or descriptive literature, drawing or bid samples that are required have been included with the bid.
- The delivery information block has been completed. (Be specific: In most cases, "as ordered" or "as required" is not complete information.)
- Any addenda to the bid have been signed and included.
- The bid is mailed or hand-delivered in time to be received no later than the designated opening date and time. Late bids are not accepted under any circumstances. Please allow enough time if mailing in your bid.
- Read, sign and return the Department of Correction's Security Regulations for Contract Forces form (2 pages) with your Bid Proposal.
- All CHRO forms (4 pages) must be completed entirely regardless of the number of employees, even if the company is family owned and/or operated and must be submitted with each bid or bid may be rejected.
- Complete, sign and notarize the OSHA CERTIFICATE OF COMPLIANCE form.
- Complete and sign the BIDDER'S STATEMENT OF QUALIFICATIONS.
- VENDOR NAME MUST APPEAR ON ALL BID DOCUMENTS.
 - **VERIFY THE FOLLOWING FORMS ARE INCLUDED IN YOUR BID PACKAGE:**BID PROPOSAL - 2 PAGES / COMPLETE AND SIGN
 - EXHIBIT B – PRICE SCHEDULE – REVIEW AND COMPLETE
 - BIDDER'S STATEMENT OF QUALIFICATIONS-2 PAGES/COMPLETE AND SIGN
 - SECURITY REGULATIONS - 2 PAGES / REVIEW AND SIGN
 - CHRO FORMS - 4 PAGES / COMPLETE AND SIGN
 - OSHA CERTIFICATE OF COMPLIANCE - COMPLETE, SIGN AND NOTARIZE
 - CERTIFICATE OF AUTHORITY – COMPLETE AND SIGN
 - NONDISCRIMINATION CERTIFICATION FORM A - FOR INDIVIDUALS
1 PAGE - COMPLETE AND SIGN - **OR**
NONDISCRIMINATION CERTIFICATION FORM B - FOR ENTITIES - 1 PAGE
BID ADDENDUM (IF APPLICABLE) – REVIEW

**STATE OF CONNECTICUT
DEPARTMENT OF CORRECTION
PURCHASING DEPARTMENT
STANDARD BID AND CONTRACT TERMS AND CONDITIONS**

All invitations for bids (ITB) issued by the awarding agency of the State of Connecticut will bind Bidders to the terms and conditions listed below, unless specified otherwise in any individual Invitation For Bids.

Incorporated by reference into this contract are applicable provisions of the Connecticut General Statutes including but not limited to Sections 4a-50 through 4a-80 and applicable provisions of the Regulations of Connecticut State Agencies including but not limited to Sections 4a-52-1 through 4a-52-30.

The contractor agrees to comply with the statutes and regulations 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.

Submission of Bids

Bids must be submitted on forms supplied by the awarding state agency or as otherwise specified.

1. The time and date bids are due is given in each bid issued. Bids received after the specified time and date shall not be considered.
2. Incomplete bid forms may result in the rejection of the bid. Amendments to bids received by the awarding state agency after the time specified for opening of bids shall not be considered. The original proposal schedule shall be returned to the awarding state agency. Bids shall be computer prepared, typewritten or handwritten in ink. Bids submitted in pencil shall be rejected. All bids shall be signed by a person duly authorized to sign bids on behalf of the bidder. Unsigned bids shall be rejected. The person signing the bid proposal or their authorized designee must initial errors, alterations or corrections on the original proposal schedule. In the event an authorized designee initials the correction, there must be written authorization from the person signing the bid proposal to the person initialing the erasure, alterations, or correction. Failure to do so shall result in rejection of bid for those items erased, altered or corrected and not initialed.
3. Conditional bids are subject to rejection in whole or in part. A conditional bid is defined as one which limits, modifies, expands or supplements any of the terms and conditions and/or specifications of the invitation for bids.
4. Alternate bids will not be considered. An alternate bid is defined as one which is submitted in addition to the bidders' primary response to the invitation for bids.
5. Prices should be extended in decimal, not fraction, to be net, and shall include transportation and delivery charges fully prepaid by the Contractor to the destination specified in the bid, and subject only to cash discount.
6. Pursuant to Section 12-412 of the Connecticut General Statutes, the State of Connecticut is exempt from the payment of excise, transportation and sales taxes imposed by the Federal Government and/or the State. Such taxes must not be included in bid prices.
7. In the event of a discrepancy between the unit price and the extension, the unit price shall govern.
8. By its submission the Bidder represents that the bid is not made in connection with any other Bidder submitting a bid for the same commodity or commodities and is in all respects fair and without collusion or fraud.

Guaranty or Surety

9. Bid and or performance bonds may be required. Bonds must meet the following requirements: Corporation - must be signed by an official of the corporation above their official title and the corporate seal must be affixed over the signature; Firm or Partnership - must be signed by all the partners and indicate they are "doing business as"; Individual - must be signed by the owner and indicated as "Owner". The surety company executing the bond or countersigning must be licensed in Connecticut and the bond must be signed by an official of the surety company with the corporate seal affixed over their signature. Signatures of two witnesses for both the principal and the surety must appear on the bond. Power of attorney for the official signing the bond for the surety company must be submitted with the bond.

Samples

10. Accepted bid samples do not supersede specifications for quality unless sample is superior in quality. All deliveries shall have at least the same quality as the accepted bid sample.

11. Samples are furnished free of charge. Bidder must indicate if their return is desired, provided they have not been made useless by test. Samples may be held for comparison with deliveries.

Award

12. Award will be based on quality of the articles or services to be supplied, their conformance with specifications, delivery terms, price, administrative costs, past performance, and financial responsibility. The State reserves the right to award by item, group of items or total bid, and reserves the right to procure materials from the most economical source of acceptable supply. The State reserves the right to reject any and all bids or parts thereof, waive technicalities and to make awards in a manner deemed in the best interest of the State.

13. Procurement Services or the awarding state agency may reject any bidder in default of any prior contract or guilty of misrepresentation or any bidder with a member of its firm in default or guilty of misrepresentation.

14. The awarding state agency may correct inaccurate awards resulting from clerical or administrative errors.

Contract

15. The existence of the contract shall be determined in accordance with the requirements set forth above. However, the award of the contract is not an order to ship.

16. The Contractor shall not assign or otherwise dispose of their contract or their right, title or interest, or their power to execute such contract to any other person, firm or corporation without the prior written consent of the Department of Administrative Services and the awarding state agency.

17. Bidders have ten days after notice of award to refuse acceptance of the award; after ten days the award will be binding on the Contractor. If the Contractor refuses to accept the award within the ten-day period, the award will be made to the next lowest responsible qualified bidder.

18. Failure of a Contractor to deliver commodities or perform services as specified will constitute authority for the awarding state agency to purchase these commodities or services on the open market. The Contractor agrees to promptly reimburse the State for excess cost of these purchases. The purchases will be deducted from the contracted quantities.

19. Rejected commodities must be removed by the Contractor from State premises within 48 hours. Immediate removal may be required when safety or health issues are present.

20. Contractor agrees to: hold the State harmless from liability of any kind for the use of any copyright or uncopyrighted composition, secret process, patented or unpatented invention furnished or used in the performance of the contract; guarantee their products against defective material or workmanship; repair damages of any kind, for which they are responsible to the premises or equipment, to their own work or to the work of other contractors; obtain and pay for all licenses, permits, fees etc. and to give all notices and comply with all requirements of city or town in which the service is to be provided and to the State of Connecticut; to carry proper insurance to protect the State from loss.

21. Notwithstanding any provision or language in this contract to the contrary, the Commissioner of Administrative Services or the Commissioner of the awarding state agency may terminate this contract whenever he/she determines in his/her sole discretion that such termination is in the best interests of the State. Any such termination shall be effected by delivery to the Contractor of a written notice of termination. The notice of termination shall be sent by registered mail to the Contractor address furnished to the State for purposes of correspondence or by hand delivery. Upon receipt of such notice, the Contractor shall both immediately discontinue all services affected (unless the notice directs otherwise) and deliver to the State all data, drawings, specifications, reports, estimates, summaries, and such other information and materials as may have been accumulated by the Contractor in performing his duties under this contract, whether completed or in progress. All such documents, information, and materials shall become the property of the State. In the event of such termination, the Contractor shall be entitled to reasonable compensation as determined by the Commissioner of the Department of Administrative Services or the Commissioner of the awarding state agency, however, no compensation for lost profits shall be allowed.

Delivery

22. All products and equipment delivered must be new unless otherwise stated in the bid specifications.

23. Delivery will be onto the specified State loading docks by the Contractor unless otherwise stated in the bid specifications.

24. Deliveries are subject to re-weighing on State sealed scales.

25. Payment terms are net 45 days after receipt of goods or invoice, whichever is later, unless otherwise specified.

26. Charges against a Contractor shall be deducted from current obligations. Money paid to the State by the Contractor shall be payable to the Treasurer, State of Connecticut.

Saving Clause

27. The Contractor shall not be liable for losses or delays in the fulfillment of the terms of the contract due to wars, acts of public enemies, strikes, fires, floods, acts of God or any other acts not within the control of or reasonably prevented by the Contractor. The Contractor will give written notice of the cause and probable duration of any such delay.

Advertising

28. Contractors may not reference sales to the State for advertising and promotional purposes without the prior approval of the Department of Administrative Services, Procurement Services.

Rights

29. The State has sole and exclusive right and title to all printed material produced for the State and the contractor shall not copyright the printed matter produced under the contract.

30. The Contractor assigns to the State all rights title and interests in and to all causes of action it may have under Section 4 of the Clayton Act, 15 USC 15, or under Chapter 624 of the general statutes. This assignment occurs when the Contractor is awarded the contract.

31. Contractor agrees that it is in compliance with all applicable federal, state and local laws and regulations, including but not limited to Connecticut General Statutes Sections 4a-60 and 4a-60a. The Contractor also agrees that it will hold the State harmless and indemnify the State from any action which may arise out of any act by the contractor concerning lack of compliance with these laws and regulations.

32. All purchases will be in compliance with Section 22a-194 to Section 22a-194g of the Connecticut General Statutes related to product packaging. This contract is subject to the provisions of Executive Order No. Three of Governor Thomas J. Meskill promulgated June 16, 1971, the provisions of Executive Order No. Seventeen of Governor Thomas J. Meskill promulgated February 15, 1973 and section 16 of P.A. 91-58 nondiscrimination regarding sexual orientation, and the provisions of Executive Order No. Sixteen of Governor John G. Rowland promulgated August 4, 1999 regarding Violence in the Workplace Prevention Policy.

Incorporated by reference into this contract is Section 4-61dd(g)(1) and 4-61dd(3) and (f) of the Connecticut General Statutes which prohibits contractors from taking adverse action against employees who disclosed information to the Auditors of Public Accounts or the Attorney General.

Contractor(s) shall be required to complete and sign "State of Connecticut Contract for General Letter Purchases" form upon award of bid.

EXHIBIT A

DESCRIPTION OF GOODS AND SERVICES

SCOPE:

The Department of Correction (DOC) is requesting pricing for the installation and activation of a sub-slab depressurization (SSD) radon mitigation system(s) located at the Bridgeport Parole Office, 1052 North Avenue, Bridgeport CT 06604.

TECHNICAL SPECIFICATIONS

Please see attachment for detailed specifications.

EXPERIENCE:

Bidders must be an established, authorized distributor for a minimum of one (1) year for the above product line. Bidders are responsible for providing certified warranty and non-warranty repairs/service if required. Bidders must provide written confirmation of authorized distributorship from the manufacturer upon request.

EQUIPMENT:

The equipment furnished will be the latest model in current production and be of quality workmanship and material. The Contractor will represent all equipment offered is new. Used, shopworn, demonstrator, prototype, discontinued models, refurbished/remanufactured, are not acceptable. All parts not specifically mentioned which are necessary for the unit to be complete and ready for operation or which are normally furnished as standard equipment shall be furnished by the Contractor. All parts shall conform in strength and workmanship to the accepted standards of the industry.

WORKMANSHIP GUARANTEE:

Bidders shall guarantee the goods and services against defects resulting from defective material or workmanship, and to repair any damage at no cost to the agency for a period of 2 years following successful startup of equipment.

BID PRICES:

All rates shall be firm and prices shall be net including all delivery and transportation charges fully prepaid by the contractor, F.O.B. Destination.

DELIVERY:

Bidders shall provide an estimated time of delivery in the section provided on Exhibit B, labeled “**Delivery**”. Forty-eight (48) hour advance notice of delivery must be provided prior to date of delivery.

EXHIBIT A

DESCRIPTION OF GOODS AND SERVICES

The Contractor shall provide the Department with signed background check release form(s) for each employee at least 10 business days in advance of delivery, in order to provide time for a background check to confirm eligibility to be admitted on site.

Due to the location and nature of the work, the contractors shall be required to issue identification badges to each of their employees. These badges shall be worn in plain sight at all times within the confines of the Correctional Facility.

HOURS OF OPERATION

The Department of Corrections facilities operate on a continual 24 hour basis, 365 days per year. Delivery shall take place Monday through Friday, during DOC normal business hours of 8:00 a.m. to 2:00 p.m, excluding state holidays.

SECURITY REGULATIONS

All persons entering a correctional facility are required to comply with the Department's Security Regulation Requirements. (See Attachment entitled "Security Regulations").

SECURITY CLEARANCE

Upon award of contract, Contractor(s) are required to provide a completed "**Collect Background Report**" form for all technicians to be assigned to and/or request admittance to any of the agency's facilities.

DOC will provide a written security clearance confirmation list for individuals that have been security cleared. No technician will be granted admittance to any facility without proper clearance. Technicians are advised to carry a copy of their authorized security clearance confirmation with them at all times. Any changes in personnel must be security cleared at least **10 business days** in advance of requested admittance.

Questions relating to the Collect Background Report Form should be directed to Tracie Gadrow at telephone number 860-692-7653 or by e-mail at address tracie.gadrow@po.state.ct.us. Completed and signed forms should be faxed to secure fax number 860-692-7703.

PURCHASE ORDER & BILLING REQUIREMENTS

SERVICE TECHNICIAN REPORTS:

The contractor shall be required to provide a completed, signed service report for each service visit.

In addition, the service reports must be legible and contain:

- 1) **Date of service.**
- 2) Location of service.
- 3) Make and Model number of equipment being serviced.
- 4) Manufacturer and Manufacturer Part No of parts being installed.
- 5) **Accurate and Complete Description of work performed.**
- 6) Technician name.
- 7) **Arrival time and Departure time (Site Labor Only).**
- 8) **Agency Purchase Order Number.**
- 9) **Agency signature.**
- 10) A new service report shall be completed for each service visit.

EXHIBIT A

DESCRIPTION OF GOODS AND SERVICES

BILLING REQUIREMENTS: All contractor invoicing must contain:

- 1) **Purchase Order No**
- 2) Date of Service
- 3) Location of Service
- 4) Description of Work performed
- 5) Be Itemized by Service Rate, Labor Hours and/or Labor Rate (as applicable)
- 6) Be Itemized by Part Number and Part Unit pricing (if applicable)
- 7) A legible copy of the signed service report must accompany invoicing.

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

PAYMENT TERMS

The State payment terms are Net 45 following delivery and/or service completion.

DEPARTMENT OF CORRECTION PURCHASING AND PAYMENT ADDRESS:

Questions regarding purchase orders from the Department of Correction should be directed to Michael McGuinness, (860) 692-7851

State of CT - Department of Correction
Attn: Purchasing Dept – Michael McGuinness
24 Wolcott Hill Road
Wethersfield, CT 06109
e-mail: Michael.McGuinness@ct.gov

Payment and invoicing inquiries relating to DOC should be sent to the Accounts Payable Unit at telephone number (860) 692-7882. Invoices should be sent to the following address:

State of CT - Department of Correction
Attn: Accounts Payable
P.O. Box 290891
Wethersfield, CT 06129-0891

ADDRESS AND BUSINESS CHANGES

In the event that the awarded contractor moves, changes telephone number, or changes business name, it is the contractor's responsibility to advise the Department of Correction of such changes in writing. The State will not be held responsible for payments or purchase orders which are delayed due to additional routing caused by the lack of notification on the contractor's part.

STATE OF CONNECTICUT

Department of Correction

Exhibit B

BID NO.:

20DOC0502AA

Buyer Name

Michael McGuinness

(860)692-7851

Telephone Number

PRICE SCHEDULE

for Bid #

20DOC0502AA

DELIVERY:

TERMS:

CASH DISCOUNT:

%

Days

BIDDER NAME:

SSN OR FEIN #:

Page 1 of 1

| ITEM # | DESCRIPTION OF COMMODITY AND/OR SERVICES | Quantity | DELIVERED NET UNIT PRICE |
|--------|--|-----------|-----------------------------|
| 1. | Installation and activation of SSD radon mitigation system Please see attachment for for additional specifications | 1 | |
| | _____ Bidders Signature Date | Net Total | \$ _____ _____ |

STATE OF CONNECTICUT

BIDDER'S STATEMENT OF QUALIFICATIONS

Bid Number:
20DOC0502AA

Page 1 of 2

THIS FORM WILL BE USED IN ASSESSING A BIDDER'S QUALIFICATIONS AND TO DETERMINE IF THE BID SUBMITTED IS FROM A RESPONSIBLE BIDDER. STATE LAW DESIGNATES THAT CONTRACTS BE AWARDED TO THE LOWEST RESPONSIBLE QUALIFIED BIDDER. FACTORS SUCH AS PAST PERFORMANCE, INTEGRITY OF THE BIDDER, CONFORMITY TO THE SPECIFICATIONS, ETC. WILL BE USED IN EVALUATING BIDS. ATTACH ADDITIONAL SHEETS IF NECESSARY

COMPANY NAME: _____
&
ADDRESS: _____

NUMBER OF YEARS COMPANY HAS BEEN ENGAGED IN BUSINESS UNDER THIS NAME: _____ YEARS

LIST ANY CONTRACT AWARDS TO YOUR COMPANY BY THE STATE OF CONNECTICUT WITHIN THE LAST THREE (3) YEARS, **THAT YOU ACTUALLY PERFORMED SERVICE AGAINST**. INDICATE WHICH STATE AGENCY, AND PROVIDE CONTRACT NAME AND NUMBER, AND THE NAME AND TELEPHONE NUMBER OF THE PURCHASING AGENT ADMINISTERING THE CONTRACT.

| <u>CONTRACT NO.</u> | <u>CONTRACT NAME</u> | <u>STATE AGENCY</u> | <u>PURCHASING AGENT</u> | <u>TEL. NO.</u> |
|---------------------|----------------------|---------------------|-------------------------|-----------------|
| _____ | _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ | _____ |

List any contract awards to your company by the State of Connecticut within the last three (3) years, **THAT YOUR COMPANY DID NOT PERFORM SERVICE AGAINST**. Indicate which State Agency, and provide contract Name and Number, and the name and telephone number of the purchasing agent administering the contract.

| <u>CONTRACT NO.</u> | <u>CONTRACT NAME</u> | <u>STATE AGENCY</u> | <u>PURCHASING AGENT</u> | <u>TEL. NO.</u> |
|---------------------|----------------------|---------------------|-------------------------|-----------------|
| _____ | _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ | _____ |

LIST OTHER NAMES YOUR COMPANY GOES BY: _____

LIST PREVIOUS COMPANY NAME (S) _____

LIST AT LEAST THREE COMPLETED PROJECTS SIMILAR IN NATURE TO THIS **INVITATION FOR BIDS** WHICH DEMONSTRATES YOUR COMPANY'S ABILITY TO PERFORM THE REQUIRED SERVICES.

| | <u>Company Name and Address</u> | <u>Telephone No.:</u> | <u>Dollar Value:</u> |
|----|---------------------------------|-----------------------|----------------------|
| 1. | _____ | _____ | _____ |
| | _____ | _____ | _____ |
| 2. | _____ | _____ | _____ |
| | _____ | _____ | _____ |
| 3. | _____ | _____ | _____ |
| | _____ | _____ | _____ |

STATE OF CONNECTICUT

BIDDER'S STATEMENT OF QUALIFICATIONS

Bid Number:
20DOC0502AA

Page 2 of 2

COMPANY NAME: _____

SIZE OF COMPANY
OR CORPORATION: NUMBER OF EMPLOYEES: FULL TIME _____ PART TIME _____

COMPANY VALUE: EQUIPMENT ASSETS _____ TOTAL ASSETS _____

IS YOUR COMPANY REGISTERED WITH THE OFFICE OF THE CONNECTICUT SECRETARY OF STATE? YES NO

REGISTRATION DATE, IF AVAILABLE: _____

IF REQUESTED, WOULD YOUR COMPANY PROVIDE A "GOOD STANDING" CERTIFICATE
ISSUED BY THE CONNECTICUT SECRETARY OF STATE'S OFFICE? YES NO

LIST OF EQUIPMENT TO BE USED FOR THIS SERVICE (INCLUDE MODEL, YEAR & MANUFACTURER):

| <u>MODEL</u> | <u>YEAR</u> | <u>MANUFACTURER</u> |
|--------------|-------------|---------------------|
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |

(Attach additional sheets if necessary)

LIST ANY RELEVANT CERTIFICATIONS, LICENSES, REGISTRATIONS, ETC. WHICH QUALIFY YOUR COMPANY TO MEET THE REQUIREMENTS OF THIS BID.

(Attach additional sheets if necessary)

LIST ANY ADMINISTRATIVE ACTIONS EITHER PENDING REVIEW BY THE STATE OR DETERMINATIONS THAT THE STATE HAS MADE REGARDING YOUR COMPANY OR CORPORATION. THIS WOULD INCLUDE COURT JUDGEMENTS AND SUITS PENDING BY A STATE OR FEDERAL COURT. INCLUDE A LISTING OF OSHA VIOLATIONS AND ANY ACTIONS OR ORDERS PENDING OR RESOLVED WITH ANY STATE AGENCY SUCH AS THE DEPARTMENT OF CONSUMER PROTECTION, THE DEPARTMENT OF ENVIRONMENTAL PROTECTION, ETC. DETAIL THIS INFORMATION ON A SEPARATE SHEET OF PAPER. SUCH INFORMATION SHOULD BE FOR THE LAST THREE (3) YEARS.

I HEREBY CERTIFY THAT ALL THE INFORMATION SUPPLIED IS COMPLETE AND TRUE.

SIGNATURE

DATE

TITLE

**STATE OF CONNECTICUT
DEPARTMENT OF CORRECTION
PURCHASING DEPARTMENT
24 Wolcott Hill Road
Wethersfield, CT 06109**

BID PROPOSAL

| | | |
|-------------------------------|-------------------------------------|------------------------------|
| Bid No: 20DOC0502AA | Bid Opening Date: August 9, 2019 | Bid Opening Time: 2:00 PM |
|-------------------------------|-------------------------------------|------------------------------|

Note: Bidder means Individual/Sole Proprietor, Partnership or Corporation name.

IMPORTANT: Both pages of this form, Sections 1 through 3 must be completed, signed and returned by the bidder as part of the bid package. Failure to submit both pages constitutes grounds for rejection of your bid.

Section 1 of 3 - **BIDDER INFORMATION**

| | | |
|---|--|----------------------------|
| COMPLETE BIDDER NAME (TRADE NAME, DOING BUSINESS AS) | | SSN OR FEIN NUMBER |
| BIDDER ADDRESS | STREET | CITY STATE ZIP CODE |
| CONTACT NAME (TYPED OR PRINTED) | PHONE NUMBER (INCLUDE TOLL-FREE NUMBERS) | FAX NUMBER |
| SIGNATURE OF PERSON AUTHORIZED TO SIGN BIDS ON BEHALF OF THE ABOVE NAMED BIDDER | | DATE |
| TYPE OR PRINT NAME OF AUTHORIZED PERSON | | TITLE OF AUTHORIZED PERSON |
| BIDDER E-MAIL ADDRESS | BIDDER WEB SITE | |
| IS YOUR BUSINESS A: <input type="checkbox"/> PROPRIETORSHIP (INDIVIDUAL) <input type="checkbox"/> PARTNERSHIP OR <input type="checkbox"/> CORPORATION? (TYPE OF CORPORATION - _____) | | |
| IS YOUR BUSINESS CURRENTLY A DAS CERTIFIED SMALL BUSINESS ENTERPRISE? <input type="checkbox"/> YES (ATTACH CERTIFICATE COPY TO BID) <input type="checkbox"/> NO | | |
| IF YOUR BUSINESS IS A PARTNERSHIP , YOU MUST ATTACH THE NAMES AND TITLES OF ALL PARTNERS TO THIS BID WHEN RETURNED. | | |
| IF YOUR BUSINESS IS A CORPORATION , IN WHICH STATE ARE YOU INCORPORATED? | | |
| IS YOU ARE A STATE EMPLOYEE , INDICATE YOUR POSITION, AGENCY NAME & ADDRESS: | | |
| IS YOUR BUSINESS REPORTABLE TO THE IRS? <input type="checkbox"/> YES <input type="checkbox"/> NO IF YES, A 1099/W2 WILL BE MAILED TO YOU AT YEAR-END. | | |
| REMITTANCE INFORMATION: IN THIS BOX, INDICATE THE REMITTANCE ADDRESS OF YOUR BUSINESS IF DEFFERENT FROM ABOVE. | | |

BID PROPOSAL

Bid No: 20DOC0502AA

Section 2 of 3 - **IMPORTANT INFORMATION FOR BIDDERS**

AFFIRMATION OF BIDDER: The undersigned bidder affirms and declares:

1. That this proposal is executed and signed by said bidder with full knowledge and acceptance of the provisions of the STANDARD BID AND CONTRACT TERMS AND CONDITIONS (3 pages) of current issue and in effect on the date of bid issue. The form Standard Bid and Contract Terms and Conditions are made a part of the contract.
2. That should any part of this proposal be accepted in writing by the Department of Correction within thirty (30) calendar days from the date of bid opening unless an earlier date for acceptance is specified by bidder in proposal schedule, said bidder will furnish and deliver the commodities and/or service for which this proposal is made, in the quantities and at the prices bid, and in compliance with the provisions of the STANDARD BID AND CONTRACT TERMS AND CONDITIONS, SECURITY REGULATIONS AND PROPOSAL SCHEDULE. Should award of any part of this proposal be delayed beyond the period of thirty (30) days of an earlier date specified by the bidder in proposal schedule, such award shall be conditioned upon bidder's acceptance.
3. Acceptance of the conditions set forth herein, agreement in strict accordance therewith, and will furnish and deliver the commodities and/or services to the Department of Correction named in the PROPOSAL SCHEDULE at the prices bid therein.
4. **Should the Department of Correction determine that bidder has not completed Section 3 - Bidder Debarment and/or Suspension included as part of this document, then such determination may be just cause for disqualification from the evaluation of this bid.**

Section 3 of 3 - **BIDDER DEBARMENT AND/OR SUSPENSION**

The undersigned bidder further affirms and declares that neither the bidder and/or any company official nor any subcontractor to the bidder and/or any company official has received any notices of debarment and/or suspension from contracting with the State of Connecticut or the Federal Government.

___ Yes ___ No

The undersigned bidder further affirms and declares that neither the bidder and/or any company official nor any subcontractor to the bidder and/or any company official has received any notices of debarment and/or suspension from contracting with other states within the United States.

___ Yes ___ No

If the undersigned bidder and/or company official or any subcontractor to the bidder and/or any company official has received notices of debarment and/or suspension with the State of Connecticut, other states within the United States or Federal Government, said notices must be attached to this document when submitting this proposal.

Number of notices attached _____.

SIGNATURE OF AUTHORIZED PERSON IN SECTION 1, CONSTITUTES AGREEMENT WITH ALL PROCEDURES INDICATED ABOVE.

STATE OF CONNECTICUT

Bid No:
20DOC0502AA

Department of Correction Contractor Security Requirements 2/20/14

A. Facility Admittance

- (1) Contractors shall not allow any of their employees 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.
- (2) 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.)

B. Official Working Rules

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

- (1) All Contractors shall report to the Facility’s security front desk for sign-in, regardless of work location, immediately upon arrival at the Facility.
- (2) All Contractor personnel shall work under the observation of an assigned correctional officer or supervisor, who will provide escort for the duration of the work.
- (3) No verbal or personal contact with any inmates.
- (4) Equipment will be checked daily and, when not in use, locked in a secure place as the Facility officials may direct.
- (5) Hacksaws, blades and files will remain in the custody of the officer assigned, except when actually being used.
- (6) The correctional officials may refuse admittance to any Contractor personnel for any cause the correctional officials deem to be sufficient.
- (7) In the event of any emergency, all Contractor personnel will be escorted outside the Facility by correctional officials.
- (8) Contractors shall address all questions pertaining to interruptions of service or to safety of the Facility to the appropriate correctional official.
- (9) 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.
- (10) The Contractor shall ensure that when all equipment is not in use, it will be unusable or be supervised to prevent use by inmates.
- (11) 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.

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- (12) All Contractors shall sign out at the Facility's security front desk prior to departure following completion of any work.

C. 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 Contractor 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:

(1) 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.

(2) 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.

(3) 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.

(4) 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.

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.

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- D. State Laws Governing Unauthorized Conveyance, Possession or Use of Items, Weapons and Certain Devices
- (1) Unauthorized conveyance of certain items brought into the Facility is governed by Conn. Gen. Stat. Sec. 53a-174, which provides as follows:
- a) 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.
 - b) 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.]
 - c) 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.
- (2) Possession of weapons or dangerous instruments in the Facility is governed by Conn. Gen. Stat. Sec.53a-174a, which provides as follows:
- a) 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 dangerous instrument, explosive, or any other substance or thing designed to kill, injure or disable.
 - b) 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.]
- (3) 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:
- a) 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.
 - b) Conveyance or use of an electronic wireless communication device in a correctional institution is a class A misdemeanor.

Signed: _____ Date: _____

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CONTRACT COMPLIANCE REGULATIONS
NOTIFICATION TO BIDDERS

The contract to be awarded is subject to contract compliance requirements mandated by Sections 4a-60 and 4a-60a of the CONN. GEN. STAT.; and, when the awarding agency is the State, Sections 46a-71(d) and 46a-81i(d) of the CONN. GEN. STAT. 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 CONN. GEN. STAT.

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 CONN. GEN. STAT. 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 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 32-9n.” Minority groups are defined in section 32-9n of the CONN. GEN. STAT. as “(1) Black Americans... (2) Hispanic Americans... (3) persons who have origins in the Iberian Peninsula... (4) Women... (5) Asian Pacific American and Pacific Islanders; (6) American Indians...” A business owned by an individual(s) with a physical disability is also a minority business enterprise as provided by Section 32-9e of the CONN. GEN. STAT. The above definitions apply to the contract compliance requirements by virtue of Section 46a-68j-21(11) of the Contract Compliance

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

- (A) the bidder’s success in implementing an affirmative action plan;
- (B) the bidder’s success in developing an apprenticeship program complying with Sections 46a-68-1 to 46a-68-17 inclusive, of the Regulations of Connecticut State Agencies;
- (C) the bidder’s promise to develop and implement a successful affirmative action plan;
- (D) the bidder’s submission of EEO-1 data indicating that the composition of its workforce is at or near parity when compared to the racial and gender composition of the workforce 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.

INSTRUCTIONS AND OTHER INFORMATION

The following two (2) sided BIDDER CONTRACT COMPLIANCE MONITORING REPORT must be completed in full, signed, and submitted with the bid for this contract.

The contract awarding agency and the Commission on Human Rights and Opportunities will use the information contained thereon to determine the bidder’s compliance to Sections 4a-60 and 4a-60a CONN. GEN. STAT., and Sections 46a-68j-23 of the Regulations of Connecticut State Agencies regarding equal employment opportunity, and the bidder’s “good faith efforts” to include minority business enterprises as subcontractors and suppliers for the work of the contract.

1) Definition of Small Contractor

Section 32-9e CONN. GEN. STAT. defines a small contractor as a company that has been doing business under the same management and control and has maintained its principal place of business in Connecticut for a one year period immediately prior to its application for certification under this section, had gross revenues not exceeding ten million dollars in the most recently completed fiscal year, and at least fifty-one percent of the ownership of which is held by a person or persons who are active in the daily affairs of the company, and have the power to direct the management and policies of the company, except that a non-profit corporation shall be construed to be a small contractor if such nonprofit corporation meets the requirements of subparagraphs (A) and (B) of subdivision 32-9e CONN. GEN. STAT.

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2) Description of Job Categories (as used in Part IV Bidder Employment Information)

Officials, Managers and Supervisors - Occupations requiring administrative personnel who set broad policies, exercise over-all responsibility for execution of these policies, and direct individual departments or special phases of a firm's operations. Includes officials, executives, middle management, plant managers, department managers, and superintendents, salaried forepersons who are members of management, purchasing agents and buyers, and kindred workers.

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, personnel and labor relations workers, physical scientists, physicians, social scientists, teachers, kindred workers.

Technicians - Occupations requiring a combination of basic scientific knowledge and manual skill which can be obtained through about 2 years of post high school education, such as is offered in technical institutes and junior colleges, or through equivalent on-the-job training. Includes: draftspeople, engineering aides, junior engineers, mathematical aides, nurses, photographers, radio operators, scientific assistants, surveyors, technical illustrators, technicians (medical, dental, electronic, physical sciences), and kindred workers.

Sales Workers - Occupations engaging wholly or primarily in direct selling. Includes: advertising agents and sales persons, insurance agents and brokers, real estate agents and brokers, stock and bond salespeople, demonstrators, sales people and sales clerks, and kindred workers.

Office and Clerical Workers - Includes all clerical type work regardless of level of difficulty, where the activities are predominantly 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 workers, office machine and computer operators, shipping and receiving clerks, stenographers, typists and secretaries, telegraph and telephone operators, and kindred workers.

Skilled Workers - Manual workers of relatively high skill level having a thorough and comprehensive knowledge of the processes in their work. They exercise considerable independent judgment and usually receive an extensive period of training. Includes: building trades hourly paid forepersons and leadpersons who are not members of management, mechanics and repair people, skilled machining occupations, compositors and typesetters, electricians, engravers, job setters (metal), motion picture projectionists, pattern and model makers, stationary engineers, tailors, and kindred workers.

Semi-Skilled Workers - 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.

Unskilled Workers - Workers in manual occupations which generally require no special training. Perform elementary duties that may be learned in a few days and require application of little or no independent judgment. Includes: garage laborers, car washers and greasers, gardeners (except farm) and grounds keepers, longshore persons and stevedores, wood cutters and choppers, laborers performing lifting, digging, mixing, loading, and pulling operations, and kindred workers.

Service Workers - Workers in both protective and non-protective service occupations. Includes: attendants (hospital and other institution, professional, and personal service), barbers, cleaning workers, cooks (except house-hold), counter and fountain workers, fire fighters, police officers and detectives, security workers and doorkeepers, stewards, janitors, porters, food servers and kindred workers.

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 state or federal agency.

Trainees - Persons engaged in a formal training for craft worker when not trained under an apprenticeship program. Includes: operatives, laborer and service occupations. Also includes persons engaged in formal training for official, managerial, professional, technical, sales, office, and clerical occupations.

3) Definition of Racial and Ethnic Terms (as used in Part IV Bidder Employment Information)

White (not of Hispanic Origin) - All persons having origins in any of the original peoples of Europe, North Africa, or the Middle East.

Black (not of Hispanic Origin) - All persons having origins in any of the Black racial groups of Africa.

Hispanic All persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race.

Asian or Pacific Islander All persons having origins in any of the original peoples of the Far East, Southeast Asia, Indian subcontinent or Pacific Islands. Includes China, India, Japan, Korea, Philippine Islands, & Samoa.

American Indian or Alaskan Native All persons having origins in any of the original peoples of North America, and who maintain cultural identification through tribal affiliation or community recognition.

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BIDDER CONTRACT COMPLIANCE MONITORING REPORT

PART I - Bidder Information

| | |
|---|---|
| Company Name Street Address City & State Chief Executive | Bidder Federal Employer Identification Number (FEIN) or Social Security Number (SSN) |
| Major Business Activity (brief description) | Bidder Identification (response optional/definitions on page 1) -Is bidder a small contractor? <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Bidder Parent Company (if any) | -Is bidder a minority business enterprise? <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, check ownership category |
| Other Locations in CT (if any) | <input type="checkbox"/> Black <input type="checkbox"/> Hispanic <input type="checkbox"/> Asian American <input type="checkbox"/> American Indian/Alaskan Native <input type="checkbox"/> Iberian Peninsula <input type="checkbox"/> Individual(s) with a Physical Disability <input type="checkbox"/> Female -Is bidder certified as above by the State of CT (DAS)? <input type="checkbox"/> Yes <input type="checkbox"/> No |

PART II - Bidder Non-Discrimination Policies & Procedures

| | |
|---|---|
| 1. Does your company have a written Equal Employment Opportunity statement posted on company bulletin boards? <input type="checkbox"/> Yes <input type="checkbox"/> No | 7. Do all of your company contracts and purchase orders contain non-discrimination statements as required by Sections 4a-60 & 4a-60a of the Conn. Gen. Stat.? <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 2. Does your company have a written sexual harassment in the workplace policy posted on company bulletin boards? <input type="checkbox"/> Yes <input type="checkbox"/> No | 8. Do you, upon request, provide reasonable accommodation to employees or applicants for employment who have physical or mental disability? <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 3. Do you notify all recruitment sources in writing of your company non-discrimination employment policy? <input type="checkbox"/> Yes <input type="checkbox"/> No | 9. Does your company have a mandatory retirement age for all employees? <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 4. Do your company advertisements contain a written statement that you are an Equal Opportunity Employer? <input type="checkbox"/> Yes <input type="checkbox"/> No | 10. If your company has 50 or more employees, have you provided at least two (2) hours of sexual harassment training to all of your supervisors? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA |
| 5. Do you notify the CT State Employment Service of all employment openings with your company? <input type="checkbox"/> Yes <input type="checkbox"/> No | 11. If your company has apprenticeship programs, do they meet the equal opportunity requirements of the apprenticeship standards of the CT Dept. of Labor? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA |
| 6. Does your company have a collective bargaining agreement with workers? <input type="checkbox"/> Yes <input type="checkbox"/> No | 12. Does your company have a written affirmative action plan? <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 6a. If yes, do the collective bargaining agreements contain non-discrimination clauses covering all workers <input type="checkbox"/> Yes <input type="checkbox"/> No | 13. Is there a person in your company who is responsible for Equal Employment Opportunity? <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 6b. Have you notified each union, in writing, of your commitments under the non-discrimination requirements of contracts with the State of CT? <input type="checkbox"/> Yes <input type="checkbox"/> No | If yes, provide name and phone number. |

PART III - Bidder Subcontracting Practices

| |
|--|
| 1. Will the work of this contract include subcontractors or suppliers? <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 1a. If yes, list all the subcontractors and suppliers and report if they are a small contractor and/or a minority business enterprise (as defined on page 1). Attach additional sheets if necessary. |
| 1b. Will the work of this contract require additional subcontractors or suppliers other than those identified in 1a. above? <input type="checkbox"/> Yes <input type="checkbox"/> No |

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PART IV - Bidder Employment Information

| JOB CATEGORY | OVERALL TOTALS | WHITE (NOT OF HISPANIC ORIGIN) | | BLACK (NOT OF HISPANIC ORIGIN) | | HISPANIC | | ASIAN / PACIFIC ISLANDER | | AMERICAN INDIAN OR ALASKAN NATIVE | |
|---|-------------------|--------------------------------------|--------|--------------------------------------|--------|----------|--------|-----------------------------|--------|---|--------|
| | | Male | Female | Male | Female | Male | Female | Male | Female | Male | Female |
| Officials/Managers | | | | | | | | | | | |
| Professionals | | | | | | | | | | | |
| Technicians | | | | | | | | | | | |
| Sales Workers | | | | | | | | | | | |
| Office/Clerical | | | | | | | | | | | |
| Craft Workers (Skilled) | | | | | | | | | | | |
| Laborers (Unskilled) | | | | | | | | | | | |
| Service Workers | | | | | | | | | | | |
| TOTALS ABOVE | | | | | | | | | | | |
| Total One Year Ago | | | | | | | | | | | |
| FORMAL ON-THE-JOB TRAINEES (ENTER FIGURES FOR THE SAME CATEGORIES AS ARE SHOWN ABOVE) | | | | | | | | | | | |
| Apprentices | | | | | | | | | | | |
| Trainees | | | | | | | | | | | |

According to the above employment report, is the composition of your workforce at or near parity when compared with the racial and gender composition of the workforce in the relevant labor market area? Yes No

PART V - Bidder Hiring and Recruitment Practices

| 1. Which of the following recruitment sources are used by you? (Check yes or no, and report percentage used) | | | | 2. Check (✓) any of the requirements listed below that you use as a hiring qualification. | | 3. Describe below any other practices or actions that you take which show that you hire, train, and promote employees without discrimination. | | | |
|--|-----|----|------------------------------------|---|-----------------------------------|---|--|--|--|
| SOURCE | YES | NO | % of applicants provided by source | (✓) | | | | | |
| State Employment Service | | | | | Work Experience | | | | |
| Private Employment Agencies | | | | | Ability to Speak or Write English | | | | |
| Schools and Colleges | | | | | Written Tests | | | | |
| Newspaper Advertisement | | | | | High School Diploma | | | | |
| Walk Ins | | | | | College Degree | | | | |
| Present Employees | | | | | Union Membership | | | | |
| Minority/Community Organizations | | | | | Personal Recommendation | | | | |
| Labor Organizations | | | | | Height or Weight | | | | |
| Others (please identify) | | | | | Car Ownership | | | | |
| | | | | | Arrest Record | | | | |
| | | | | | Wage Garnishment | | | | |

Certification (Read this form and check your statements on it CAREFULLY before signing). I certify that the statements made by me on this BIDDER CONTRACT COMPLIANCE MONITORING REPORT are complete and true to the best of my knowledge and belief, and are made in good faith. I understand that if I knowingly make any misstatement of facts, I am subject to be declared in non-compliance with Section 4a-60, 4a-60a, and related sections of the CONN. GEN. STAT.

| | | | |
|-----------|-------|-------------|-----------|
| Signature | Title | Date Signed | Telephone |
|-----------|-------|-------------|-----------|

STATE OF CONNECTICUT

Certificate of Compliance with Connecticut General Statute Section 31 - 57b

Bid Number:
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I hereby certify that all of the statements herein contained below have been examined by me, and to the best of my knowledge and belief are true and correct.

The _____ **HAS / HAS NOT**
Company Name (Cross out Non-applicable)

been cited for three (3) or more willful or serious or serious violations of any Occupational Safety and Health Act (OSHA) or of any standard, order or regulation promulgated pursuant to such act, during the three year period preceding the bid, provided such violations were cited in accordance with the provisions of any State Occupational Safety and Health Act of 1970, and not abated within the time fixed by the citation and such citation has not been set aside following appeal to the appropriate agency of court having jurisdiction or **HAS / HAS NOT** (Cross out Non-applicable) received one or more criminal convictions related to the injury or death of any employee in the three-year period preceding the bid.

The list of violations (if applicable) is attached.

(Name of Firm, Organization or Corporation)

Signed:

Written Signature:

Name Typed: (Corporation Seal)

Title:

(Title of Above Person, typed)

Dated:

State of _____)

County of _____) **ss:** *A.D., 20* _____)

Sworn to and personally appeared before me for the above, _____,
(Name of Firm, Organization, Corporation)

Signer and Sealer of the foregoing instrument of and acknowledged the same to be the free act and deed of

_____, and his/her free act and deed as
(Name of Person appearing in front of Notary or Clerk)

(Title of Person appearing in front of Notary or Clerk)

My Commission Expires:

(Notary Public) *(Seal)*

FOR YOUR INFORMATION

Certificate (of Authority)

The Certificate of Authority is a document stating the name and title of the person resolved (through a corporate resolution) and authorized to legally bind the organization to contractual agreements on its behalf.

Instructions for completing the Certificate (of Authority)

The Certificate (Authority) to Accompany the Bid Proposal Form:

1. 1st Paragraph:

- a. First, enter the name and title of the individual signing the Certificate (of Authority).
- b. Second, enter the name the entity (exactly as it shows on the Secretary of State registry).
- c. Third, enter the name of the state or commonwealth the entity is registered in.
- d. Fourth, enter the date the resolution was adopted by the governing body. This date is on or before the date the Bid Proposal is signed.

e. Fifth, enter the name of the state or commonwealth the entity is registered in.

2. 2nd Paragraph:

- a. Enter the name and title of the individual signing bid documents for the entity.
- b. Second, enter the name of the entity (exactly as it shows on the Secretary of State registry).

3. Last Paragraph:

- a. Enter the Witness date, this will likely be the date of execution of the Bid Proposal form.
The Date should not be before the date of execution of the bid proposal.

The Certificate (Authority) to Accompany the Contract:

4. 1st Paragraph:

- a. First, enter the name and title of the individual signing the Certificate (of Authority).
- b. Second, enter the name the entity (exactly as it shows on the Secretary of State registry).
- c. Third, enter the name of the state or commonwealth the entity is registered in.
- d. Fourth, enter the date the resolution was adopted by the governing body. This date is on or before the date the Contract is signed.
- e. Fifth, enter the name of the state or commonwealth the entity is registered in.

5. 2nd Paragraph:

- a. First enter the name and title of the individual signing contract documents for the entity.
- b. Second, enter the name of the entity (exactly as it shows on the Secretary of State registry).

6. Last Paragraph:

- a. Enter the Witness date, this will be the date of execution of the Contract.
The Date should not be before the date of execution of the Contract.

CERTIFICATE

I _____,
(Signer's name) (Signer's title)
of _____, an entity lawfully organized
(Name of entity)
and existing under the laws of _____, do hereby certify that the
(Name or State or Commonwealth)
following are true and correct copies of resolutions adopted on the ____ day of _____,
20__ by the governing body of _____,
(Name of entity)
in accordance with all of its documents of governance and management and the laws of
_____ and further certify that such resolutions have not been
(Name or State or Commonwealth)
modified, rescinded or revoked, and are at present in full force and effect.

RESOLVED: That _____,
(Name and title of signer of contract documents)
of _____ is empowered and authorized, on behalf of the entity,
(Name of entity)
to execute and deliver contracts and amendments thereto, and all documents required by the
Governor, the Connecticut Department of Correction, and the Office of the Attorney General
associated with such contracts and amendments.

IN WITNESS WHEREOF, the undersigned has executed this certificate this _____ day of _____,
20__.

Sign name:

Title:

Print name:

FORM B

Bid Number:
20DOC0502AA



STATE OF CONNECTICUT
NONDISCRIMINATION CERTIFICATION – Representation
By Entity
For Contracts Valued at Less Than \$50,000

Written representation that 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 less than \$50,000 for each year of the contract. Complete all sections of the form. Submit to the awarding State agency prior to contract execution.

REPRESENTATION OF AN ENTITY:

I, _____ , _____ , of _____ ,
Authorized Signatory Title Name of Entity

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

represent that I am authorized to execute and deliver this representation 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 Date

Printed Name

PART 1 GENERAL

1.1 SCOPE

- A. Work under this item shall include the installation and activation of a sub-slab depressurization (SSD) radon mitigation system(s) in an existing building and associated work by persons who are knowledgeable, qualified, trained and licensed in the performance of such work. The Contractor performing this work shall possess a valid Residential Radon Mitigation Provider certificate issued by either the National Environmental Health Association (NEHA) or the National Radon Safety Board (NRSB). The Contractor shall also provide the owner a guarantee/warranty that the system installed shall maintain indoor radon levels below 2.0 pCi/L for a minimum of 10 years.
- B. These Specifications govern all work activities related to radon mitigation. All activities shall be performed in accordance with, but not limited to, the current revision of the American Society of Testing and Materials (ASTM) Standard Practice for Installing Radon Mitigation Systems in Existing Low-Rise Residential Buildings (ASTM E2121), the EPA Radon Mitigation Standards (RMS) (EPA 402-R-93-078), the ASTM Standard Practice for Radon Control Options for the Design and Construction of New Low-Rise Residential Buildings (ASTM E1465), the EPA Radon Prevention in the Design and Construction of Schools and Other Large Buildings (EPA 625-R-92-016), and all applicable federal, state and local building codes.
- C. The work shall include the installation and activation of sub-slab depressurization systems as identified on the Contract Plans and Specifications. The Building Owner will retain the services of an independent third-party specialist to provide oversight of the installation, conduct post-mitigation radon in air testing and to protect its interests and those using the building.
- D. Deviations from these Specifications require the written approval of the Engineer and Owner.

1.2 DESCRIPTION OF WORK

- A. The following details the extent of each phase of operation designated for this project. Proceed through the sequencing of the work phases under the direction of the Engineer/Construction Manager.

Phase 1 – Basement (Lower/Upper Levels)

Includes the installation of:

- **Sub-slab depressurization (SSD) radon mitigation system**

Inclusive of all required components including sealing, slab suction pit, vent piping, fan and exhaust in accordance with EPA 625-R-92-016. Projected areas for potential suction pit and vent piping location include the lower mechanical and/or upper storage basement areas, as depicted on the attached site sketches. Contractor shall perform sub-slab pressure field

extension communication tests to ensure pit location(s) will achieve system performance goals throughout the entire slab area. Where work involves post-tensioned slabs, Contractor shall x-ray and/or scan floor slab in all areas where slab penetrations are to be made to locate post-tension cables, rebar, conduit, pipe, etc. and ensure items are not hit/damaged during drilling/penetration of slab. Intent of mitigation system is to reduce indoor radon levels to below a maximum of 2.0 pCi/L. Contractor shall install the SSD system as an active set-up and shall supply the fan and all related materials. Fan location is to be exterior or within unoccupied/unconditioned attic spaces with vent piping exhausted through the roof, as directly above the suction pit as feasible, minimizing any bends in and total length of vent pipe runs from pit to exhaust.

Phase 2 – 1st Floor Level – Gymnasium Area

Includes the installation of:

- Sub-slab depressurization (SSD) radon mitigation system

Inclusive of all required components including sealing, slab suction pit, vent piping, fan and exhaust in accordance with EPA 625-R-92-016. Projected areas for potential suction pit and vent piping location include small storage/closet areas associated with the Gymnasium, as depicted on the attached site sketches. Contractor shall perform sub-slab pressure field extension communication tests to ensure pit location will achieve system performance goals throughout the entire slab area. Where work involves post-tensioned slabs, Contractor shall x-ray and/or scan floor slab in all areas where slab penetrations are to be made to locate post-tension cables, rebar, conduit, pipe, etc. and ensure items are not hit/damaged during drilling/penetration of slab. Intent of mitigation system is to reduce indoor radon levels to below a maximum of 2.0 pCi/L. Contractor shall install the SSD system as an active set-up and shall supply the fan and all related materials. Fan location is to be exterior or within unoccupied/unconditioned attic spaces with vent piping exhausted through the roof, as directly above the suction pit as feasible, minimizing any bends in and total length of vent pipe runs from pit to exhaust.

Additional Notes (Phases 1&2): Any exhaust piping that is visible within interior areas shall be boxed-in using sheetrock, then taped/prepped and painted to finish. An access door shall be provided for the air flow/pressure monitor and shall be labeled to properly identify the location of the system performance monitor.

1.3 SUBMITTALS AND NOTICES

- A. Ten (10) working days prior to the commencement of radon mitigation work, the Contractor shall submit to the Engineer/Owner for review and acceptance and/or acknowledgment of the following:

RADON MITIGATION

SECTION 312113

1. Permits and licenses, including a valid NEHA or NRSB Residential Radon Mitigation certification.
 2. Name and qualifications of the Radon Mitigation Site Supervisor. This individual shall be the OSHA Competent Person for the mitigation activities, shall have a minimum of three years working experience as a Radon Mitigation Site Supervisor, shall be capable of identifying existing hazards and shall have the authority to implement corrective measures to eliminate such hazards. The Radon Mitigation Site Supervisor shall be on-site at all times mitigation installation activity is occurring, shall comply with applicable Federal, State and Local regulations which mandate work practices, and shall be capable of performing the work of this contract.
 3. Manufacturers cut sheets for the type of radon fan proposed for installation, along with justification for the sizing of such fan.
 4. MSDS for all proposed cleaning agents, solvents, adhesives, caulks, sealants, cements, etc.
 5. Guarantee/Warranty that the system installed shall maintain indoor radon levels below 2.0 pCi/L for a minimum of 10 years.
 6. Name and qualifications or firm to perform slab x-ray to locate post-tension cables, rebar, conduit, etc. (as applicable)
- B. No mitigation activity shall commence until a copy of all required submittals have been received and found acceptable to the Engineer.
- C. For work involving post-tensioned slabs, no drilling or penetration of the slab shall commence until a copy of the x-rays indicating the locations of the post-tension cables, rebar, conduit, etc. in and around the areas of anticipated slab penetrations (suction pit hole, pressure field extension test holes, etc.) is provided and found acceptable to the Engineer to ensure these items will not be hit/damaged by the penetrations.
- D. Upon completion of installation of the mitigation system, Contractor shall supply the Engineer/Owner the following:
1. Guarantee/Warranty
 2. Documented results of all diagnostic tests performed, including slab x-rays for post-tension cables (as applicable), pressure field extension communication tests and backdrafting inspection/tests.
 3. Description of the mitigation system installed and its basic operating principles.
 4. Description of the proper operating procedures for any mechanical or electrical systems installed, including manufacturer's operation and maintenance procedures.
 5. List of appropriate actions to take if the system failure warning device indicates system degradation or failure
 6. Name, address and phone number of the Contractor.

1.4 SEQUENCE OF WORK

- A. The Contractor shall proceed in accordance with the sequence of work as directed by the Engineer.
- B. The Contractor shall use the following sequence for the radon mitigation work:
 - 1. Release of work area(s) to Contractor.
 - 2. A visual inspection of the work area to determine pre-existing damage to facility components.
 - 3. Removal of all moveable objects from the Work Areas by the Contractor.
 - 4. All temporary utilities required for the project shall be on site and operational prior to the initiation of work.
 - 5. Performance of diagnostic tests by the Contractor.
 - 5. Installation of radon mitigation system by the Contractor.
 - 6. Final visual inspections by the third-party monitor.
 - 7. Post mitigation air sampling by the third party to ensure proper operation and success of the mitigation system.
 - 8. Cleanup by the Contractor. Work Areas must be returned to their original condition or better.

PART 2 PRODUCTS**2.1 MATERIALS**

- A. All materials shall be delivered to the job site in the original packages, containers, or bundles bearing the name of the manufacturer, the brand name and product technical description.
- B. No damaged or deteriorating materials shall be used.
- C. Fire retardant polyethylene sheet shall be in roll size to minimize the frequency of joints, with factory label indicating six (6) mil thickness.
- D. Tape (or equivalent) capable of sealing joints in adjacent polyethylene sheets and for the attachment of polyethylene sheets to finished or unfinished surfaces must be capable of adhering under both dry and wet conditions.
- E. Radon Reduction System Labels conforming to EPA 625-R-92-016.
- F. Plastic radon piping and fittings shall be made of Schedule 40 PVC piping material with a minimum inside diameter of six (6) inches, to improve durability, increase

air flow, decrease air velocity, decrease noise and vibration, and decrease friction static pressure loss.

- G. Rubber couplings suitable for use in sanitary sewer systems shall be used to facilitate making removable connections such as at the radon fan or to facilitate pit maintenance.
- H. Plastic pipe cleaner and cement shall be low VOC and compatible with the plastic pipe used, and as recommended by the manufacturer.
- I. Electrical components shall be UL listed.
- J. Radon fans shall be manufactured for use in radon mitigation systems and sized to provide the pressure difference and air flow characteristics necessary to achieve the radon reduction goals. Guidelines for sizing radon fans and piping can be found in "Industrial Ventilation: A Manual of Standard Practice", ASHRAE Fundamentals Handbook, EPA 625-R-92-016 and in ASTM Standard E2121.
- K. Urethane Elastomeric Sealants shall be used for sealing cracks in slabs and other small openings around penetrations of the slab and foundation walls
- L. Non-shrink mortar, grouts, expanding foams or similar materials designed for such applications shall be used for sealing holes for plumbing rough-ins or other large openings in slabs and foundation walls.
- M. Sump pit covers shall be made of durable plastic or other rot proof rigid material and designed to permit air-tight sealing.
- N. Pipe support hardware manufactured to support drain waste vent (DWV) piping above ground.
- O. Stainless Steel pipe sleeves for penetrations passing through walls, slabs, etc, and/or as meeting fire codes.

2.2 TOOLS AND EQUIPMENT

- A. Electrical equipment, protective devices and power cables shall conform to all applicable codes.
- B. Micromanometer pressure differential monitoring equipment shall be provided to ensure minimum negative pressure and pressure field extension is obtained beneath the slab during communication testing.
- C. Shop Vacuum units for use in pressure field extension testing during communication testing.
- D. Ladders and/or scaffolds shall be of adequate length, strength and sufficient quantity to support the work schedule.

- E. Other materials such as lumber, nails and hardware necessary to complete the work shall be provided as appropriate and shall be otherwise protected and resistant to decay and insect attack.

PART 3 EXECUTION**3.1 GENERAL REQUIREMENTS**

- A. The Mitigation Contractor/Subcontractor shall possess a valid NEHA or NRSB Residential Radon Mitigation Certification. Should any portion of the work be subcontracted, the subcontractor must also possess a valid NEHA or NRSB Residential Radon Mitigation Certification. The Radon Mitigation Site Supervisor employed by the Contractor shall be in control on the job site at all times during radon mitigation work.
- B. All labor, materials, tools, equipment, services, testing, insurance, and incidentals which are necessary or required to perform the work in accordance with applicable governmental regulations, industry standards and codes, and these Specifications shall be provided by the Contractor.
- C. Ladders and/or scaffolds shall be in compliance with OSHA requirements, and of adequate length, strength and sufficient quantity to support the scope of work. Use of ladders/scaffolds shall be in conformance with OSHA 29 CFR 1926 Subpart L and X requirements.
- D. Work performed at heights exceeding six feet (6') shall be performed in accordance with the OSHA Fall Protection Standard 29 CFR 1926 Subpart M including the use of fall arrest systems as applicable.
- E. Data provided regarding radon testing conducted throughout the structure(s) is for informational purposes only. Under no circumstances shall this information be the sole means used by the Contractor for determining the presence and location of radon. The Contractor shall verify all field conditions affecting performance of the work as described in these Specifications in accordance with OSHA, USEPA, and ASTM standards. Compliance with the applicable requirements is solely the responsibility of the Contractor.
- F. The Engineer will provide a third-party monitor to oversee the activities of the Contractor. No radon mitigation activity shall be performed until approved by the third-party monitor. Periodic site inspections will be conducted as deemed necessary by the third-party monitor to oversee and inspect the mitigation installation. Post-mitigation radon air testing shall be performed by the third-party monitor to verify the effectiveness of the installed mitigation system.
- G. Radon mitigation system shall be installed to conform to applicable building, mechanical, electrical, plumbing, energy and fire prevention codes standards and regulations of the local jurisdiction and maintain the function and operation of all existing equipment and building features.
- H. All mitigation system components shall be installed as permanent, integral additions to the building and shall be installed to avoid the creation of other health,

safety or environmental hazards to building occupants, such as backdrafting/spillage of natural draft combustion appliances, constricting or blocking building exits or degradation of fire rated assemblies.

- I. When portions of structural framing members must be removed to accommodate radon system components, the amount of the member removed shall be no greater than that permitted for plumbing installations by applicable building or plumbing codes.
- J. Contractor shall obtain all required permits and licenses required by local ordinances.

3.2 PREPARATION FOR WORK/DIAGNOSTICS

- A. Prior to beginning work, the Engineer and Contractor shall perform a visual survey of each work area and review conditions at the site for safety reasons. In addition, the Contractor shall instruct all workers in all aspects of personnel protection, work procedures, emergency evacuation procedures and use of equipment including procedures unique to this project.
- B. Prior to the start of work, Contractor shall inform the owner/occupants of the nature of the work to be done, the anticipated use of any potentially hazardous solvents or other materials, and the need to ventilate work areas during and after the use of such materials as recommended by the manufacturer of the material.
- C. Prior to the start of work, Contractor shall perform a visual inspection of the building to evaluate characteristics of the building which might affect radon mitigation system installation or performance.
- D. If Contractor has concerns about backdrafting potential at the site, Contractor shall retain a qualified person to inspect the natural draft combustion appliances and venting systems for compliance with local codes and regulations and provide an assessment and recommendations.
- E. Prior to the start of work, Contractor shall visually inspect the proposed location for the suction pit, vent piping, fan location and exhaust, and discuss any concerns or issues with the Engineer/Owner.
- F. Where work involves post-tensioned slabs, prior to any drilling or otherwise penetrations of the slab Contractor shall retain a qualified person to perform x-rays of the slab, indicating the locations of the post-tension cables, rebar, conduit, etc. in and around the areas of anticipated slab penetrations (suction pit hole, pressure field extension test holes, etc.) to ensure these items will not be hit/damaged by the penetrations.
- G. Following slab x-ray verifying areas of intended slab penetration will not impact post-tension cables, rebar, conduit, etc., Contractor shall perform a pressure field extension communication test from the proposed suction pit location to the three furthest locations of the slab/foundation to ensure proper sub slab communication, air flow and pressure differential. Minimum negative pressure acceptable is -0.002 inches of water column (in. WC). Prior to conducting such tests, Contractor shall

discuss with Owner/Engineer the proposed locations for test holes and any impact to floor finishes in those locations. Damage caused to the floor/floor finish shall be repaired to its previous state by the Contractor at no expense to the Owner.

3.3 PERSONNEL PROTECTION

- A. The Contractor shall comply with all OSHA, state and local standards or regulations relating to worker safety and occupational radon/radiation exposure, including OSHA 29 CFR 1926.63 Ionizing Radiation and OSHA 29 CFR 1926.59 Hazard Communication.
- B. Contractor shall ventilate the work area to reduce worker exposure to radon, dust or other airborne particulates.
- C. Contractor shall ensure employees are exposed to no more than four (4) working level months (WLM) over a 12-month period per OSHA permissible exposure limits and shall maintain records to verify such
- D. All other necessary personnel protective equipment (i.e. hardhat, work boots, safety glasses, hearing protection, respirators, etc.) required to perform the radon mitigation work activities shall conform to all applicable federal, state and local regulations.

3.4 SYSTEM INSTALLATION

- A. Piping:
 - 1. All vent stack piping, manifold piping and suction point piping shall be solid, rigid schedule 40 PVC pipe not less than 6-inch inside diameter.
 - 2. Notwithstanding the minimum radon system piping diameters specified herein, alternate pipe sizes may be used when sufficiently justified by field diagnostic measurements, including static pressure, air velocity and air flow rates, and documented using the methodologies found in "Industrial Ventilation: A Manual of Standard Practice", or its equivalent.
 - 3. All pipe joints and connections in radon mitigation systems, both interior and exterior, shall be sealed permanently, with the exception of installation of radon fans and sump pit covers.
 - 4. Radon system piping installed in the interior or exterior of a building, shall be insulated where condensation on the pipes exterior may drip onto and damage ceilings, floors, etc. and where water vapor, from the soil, may condense inside the pipe, and then freeze partially or fully blocking the soil-gas exhaust.
 - 5. Radon system piping which penetrates building fire rated slabs, walls, ceilings etc. shall be fitted with stainless steel pipe sleeves and UL listed fire stops and/or as meeting fire codes
 - 6. Radon system piping shall be fastened to the structure of the building with hangers, strapping, or other supports manufactured to support drain waste vent (DWV) that will secure it adequately. Radon system piping shall not be attached to or supported by existing pipes, ducts, conduits or any kind of equipment, and shall not block windows and doors or access to installed equipment.

7. Supports for radon system piping shall be installed at least every six (6) feet on horizontal runs. Vertical runs shall be secured either above or below the points of penetration through floors, ceilings and roofs, or at least every eight (8) feet on runs that do not penetrate floors, ceilings or roofs.
8. To prevent blockage of air flow into the bottom of suction point pipes, they shall be supported and secured in a permanent manner that prevents their downward movement to the bottom of the suction pit or sump pit, or into the soil beneath a soil-gas-retarder membrane.
9. Horizontal runs in radon system piping shall be sloped 1/8" per foot of run back to the pit to ensure that water from rain and condensation drains downward into the ground beneath the slab or soil-gas-retarder membrane.
10. The discharge from vent stack pipes shall be vertical and upward, outside the structure, at least ten (10) feet above the ground level, above the edge of the roof, and wherever practical, above the highest roof of the building and above the highest ridge. Vent stack discharge shall terminate with no obstruction except for a rodent screen of wire mesh no smaller than 1/4". Rain caps shall not be installed on the discharge.
11. The discharge from vent stack pipes shall also be 25 feet from any air intake, 10 feet or more away from any window, door or other opening into conditioned or otherwise occupiable spaces of the structure, if the radon discharge point is not at least two (2) feet above the top of such openings, and shall be 10 feet or more away from any opening into conditioned or otherwise occupiable spaces of an adjacent building. (Chimney flues shall be considered openings into conditioned or otherwise occupiable space).
12. For vent stack pipes that penetrate the roof, the point of discharge shall be at least twenty-four (24) inches above the surface of the roof. For vent stack pipes attached to or penetrating the sides of buildings, the point of discharge shall be vertical and a minimum of six (6) inches above the edge of the roof and in such a position that it can neither be covered with snow or other materials nor be filled with water from the roof or an overflowing gutter. In areas where it snows, the point of discharge shall be 12 inches above the surface of the roof. Roof penetrations shall be patched/flashed in accordance with current standard roofing industry guidelines for the type of roof penetrated.
13. When a horizontal run of vent stack pipe penetrates the gable end walls, the piping outside the structure shall be routed to a vertical position so that the discharge point meets the requirements above.
14. Pipes shall be routed to minimize pipe bends, size changes, merges, etc. and to keep overall length of pipe run to a minimum to minimize friction loss and static pressure. Where pipe runs must change direction, utilize long sweep pipe fittings rather than regular or sharp bends.
15. Pipe without bends for at least ten (10) pipe diameters from the radon fans intake shall be connected straight into the radon fan intake where practicable to minimize reduction of fans efficiency.
16. Vent stack pipes shall be accessible for fan installation. Space reserved for fan installation shall occupy an imaginary cylinder, starting on end, which is 24 inches or more in diameter, shall be centered about the axis of the vent stack pipe, and shall extend for a minimum vertical distance of 3 feet.

B. Fan:

1. Radon fans shall be sized to provide the pressure difference and air flow characteristics necessary to achieve the radon reduction goals required. The depressurization goal is to maintain -0.025 to -0.035 inches WC everywhere under the slab, when the inside air pressure and outside air pressure are the same.
2. Radon fans shall be installed either outside the building, or inside the building outside of occupiable space and above the conditioned (heated/cooled) spaces of a building. Fan location is chosen to minimize the risk of radon entry into living spaces which could result in leaks in radon fan housings or in the vent stack piping above the radon fan.
3. Radon fans shall be installed in a vertical section of vent stack pipe and in a vertical orientation, in a configuration that avoids condensation buildup in the radon fan housing.
4. Radon fans mounted on the exterior of buildings shall be rated for outdoor use or installed in a weather proof protective housing.
5. Radon fans shall be mounted and secured in a manner that minimizes transfer of vibration to the structural framing of the building. The vent stack pipe shall be supported above and below the place where the fan will be installed, and the vent stack pipe shall support the fan, no vice versa.
6. To facilitate maintenance and future replacement, radon fans shall be installed in the vent pipe using removable rubber couplings or flexible connections that can be tightly secured to both the radon fan and the vent pipe.
7. Outside air intake vents of fan powered systems shall be screened to prevent the intake of debris. Screens shall be removable to permit cleaning or replacement.

C. Sealing:

1. Openings around the suction point piping penetration of the slab, accessible openings around utility penetrations of the foundation walls and slab, and other openings in the slabs/foundations that reduce the pressure field extension, and the effectiveness of soil depressurization, shall be sealed, using methods and materials that are permanent and durable.
2. Seal openings and cracks where the slab meets the foundation wall with urethane caulk, and when the joint is greater than ½ inch in width, a foam backer rod or other comparable filler material shall be inserted into the joint before application of the urethane caulk sealant.
3. Sump pits or other large openings in slabs or basement walls that allow a significant amount of soil gas leakage into the basement or air leakage into the sub-floor areas shall be covered and sealed.

D. Sub-Slab Depressurization (SSD) Suction Pit:

1. Ensure the proposed location(s) for the suction pit will not result in impact to post-tension cables, rebar, conduit, etc. when penetrating the slab through the use of x-ray inspection at the location(s).

2. Suction pit dimension shall be approximately 4'x4'x8"D where feasible. Excavate sub-slab material below and around the suction point pipe to a depth of at least eight (8) inches.
3. Install the suction point pipe end in the suction pit such that its remains free of obstruction and above the soil and install a screen on the open end of the pipe.
4. Locate the position of the suction pit as centrally as practicable within the slab it intends to depressurize, such that pressure field extension can be maximized to all areas of the slab, and position suction pit directly beneath vent stack exhaust location to minimize turns, bends, horizontal runs and overall vent pipe length to minimize friction static pressure loss and maximize system efficiency. Do not locate the suction points near subslab airflow barriers such as subslab walls/footers, or near unsealed openings.

E. Drain Tile Depressurization (DTD):

Not Utilized

F. Submembrane Depressurization (SMD):

Not Utilized

H. Hollow Block-Wall Depressurization (BWD):

Not Utilized

I. Crawlspace Depressurization (CSD):

Not Utilized

I. Electrical:

1. Electrical work shall be performed by a Licensed Electrician and shall conform to provisions of the "National Electrical Code Handbook" and any additional local regulations.
2. Wiring shall not be located inside the radon system piping or within any other heating or cooling ductwork.
3. Any plugged cord used to supply power to a radon fan shall be no more than six (6) feet in length.
4. No plugged cord may penetrate a wall or be concealed within a wall.
5. A disconnecting means shall be present in the electric circuit powering radon fans, and may consist of a switch, a plugged cord or a branch circuit overcurrent device. The disconnecting means shall be located within sight of the radon fan.
6. Flexible plugged cords, properly rated for electrical capacity and weather, may be used on radon fans inside the building. Flexible plugged cords may not be used on radon fans outside the building, but rather shall be hard-wired electrical connections with a disconnect switch.

J. Drains:

1. If a drain flows directly into the soil beneath the slab or through solid watertight pipe to a soakaway or to daylight through a broken or perforated

pipe, the drain pipe shall have a trap or one-way flow valve installed by the Contractor.

2. If condensate drains from HVAC units terminate beneath the floor slab, a trap shall be installed in the drain by the Contractor that provides a minimum of six (6) inches standing water seal depth or the drain shall be rerouted directly into a trapped floor drain, or connected to a condensate pump, at the direction of the Engineer/Owner.
3. Perimeter (channel or French) drains, open to the soil, shall be sealed in a manner that will retain the channel as a water control system.
4. When a sump pit, which is the system used for protection or relief from excess surface water, is covered for radon control purposes, an alternative drainage system shall be provided, or the cover shall be installed to allow for continued function of the sump pit.

K. HVAC Modifications/Heat Recovery Ventilation (HRV)

Not Utilized

3.5 MONITORING & LABELING

- A. The SSD system shall include a mechanism to monitor system performance (air flow or pressure) when active and provide a visual or audible indication of system degradation and failure. The mechanism shall be simple to read or interpret, be located where it is easily seen or heard and be in an area frequently visited by a responsible person. The monitoring device shall be capable of having its calibration quickly verified on site.
- B. If a pressure operated radon monitor is powered by house current, it shall be installed on a non-switch circuit and be designed to reset automatically after a power failure. If the monitor is battery powered, it shall be equipped with a low-battery power warning feature.
- C. Mechanical radon mitigation system monitors, such as manometer type pressure gauges, shall be clearly marked to indicate the initial pressure readings, and shall be able to display vent stack suction pressures from 0 to 3 inches WC.
- D. A system description label shall be placed on the mitigation system, the electric service panel, or other prominent location. The label shall be legible from a distance of 3 feet and display the following: the words "RADON REDUCTION SYSTEM", the installers name and phone number, the date of installation, and an advisory that the building should be tested for radon, by a person qualified by training and certification and licensure, or the occupant, at least every two (2) years or as required or recommended by state or local agencies.
- E. All exposed and visible interior radon system piping shall also be identified with at least one label on each floor, and one per 10 feet of pipe run, that identifies the pipe as part of a radon reduction system displaying words such as "RADON REDUCTION SYSTEM", "RADON SYSTEM PIPE", "COMPONENT OF RADON REDUCTION SYSTEM", "RADON PIPE" or other wording acceptable to the Engineer which identifies the piping as a component of a radon vent system that may contain hazardous levels of radon.

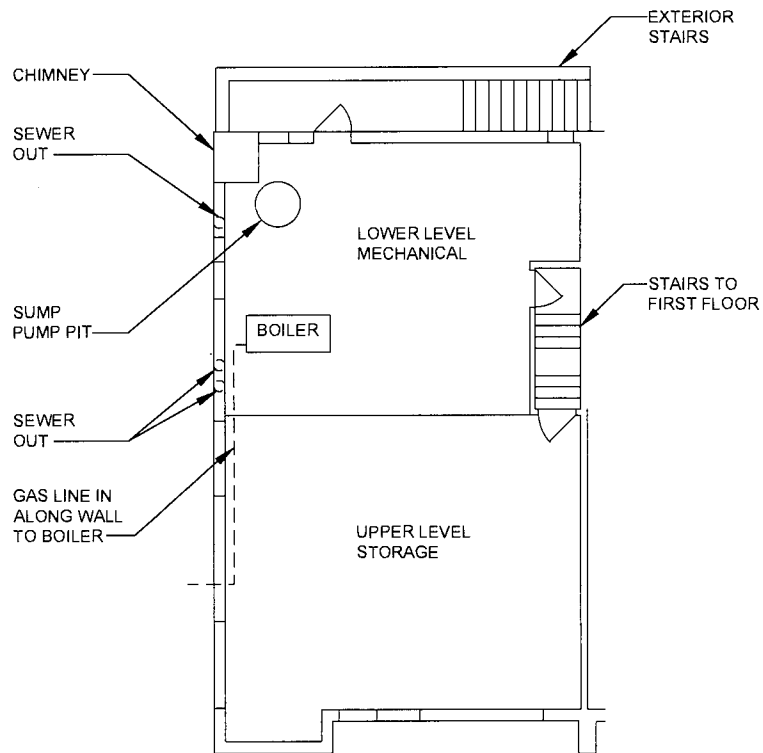
- F. Label the end of the vent pipe exhaust on the roof with a weatherproof label indicating words such as "RADON REDUCTION SYSTEM, DO NOT PLACE AIR INTAKE WITHIN 25 FEET" or other wording acceptable to the Engineer which identifies the vent pipe exhaust as a soil gas vent stack which may contain hazardous levels of radon and not to place air intakes within 25 feet.
- G. If the fan is mounted outdoors, label the fan with a waterproof label indicating words such as "RADON REDUCTION SYSTEM", "RADON FAN" or other wording acceptable to the Engineer.
- H. The circuit breaker(s) controlling the circuits on which the radon fan and system failure warning devices operate shall be labeled using the words such as "RADON", or if two circuits "RADON FAN" and "RADON MONITOR". If other rooms and appliances are on the same circuit(s), they should also be shown on the label.


3.6 POST-MITIGATION TESTING

- A. Upon completion of radon mitigation system installation, Contractor shall take steps to ensure that the effectiveness of the radon reduction system meets the required goals.
- B. Contractor shall re-perform pressure field extension communication tests to verify adequate negative pressure is developed sub-slab.
- C. Contractor shall test all-natural draft combustion appliances for backdrafting and correct any backdrafting conditions identified.
- D. The third-party independent monitor, retained by the Owner, shall perform post-mitigation short-term radon in air testing to evaluate system performance.
- E. Post-mitigation testing shall be initiated no sooner than 24 hours and no later than 30 days following completion and activation of the mitigation system.
- F. Should all post-mitigation testing indicate the installed active system does not meet the required performance goals of indoor radon levels below 2.0 pCi/L, Contractor shall, at no expense to the Owner, take steps necessary to modify the installed system, in accordance with EPA-625-R-92-016, until such time as further post-mitigation testing by the third party monitor indicates such performance goals are achieved, and Contractor shall reimburse Owner for all such costs associated with additional testing to be performed.

END OF SECTION 312113

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|---|-------------------|--|-------------|
| PROJECT: | | VNA BUILDING 1052 NORTH AVE BRIDGEPORT, CT | |
| TITLE: | | BASEMENT FLOOR PLAN | |
| DRAWN BY: | R. HAMILTON | PROJ NO.: | 346006.0002 |
| CHECKED BY: | A. MINALGA | | |
| APPROVED BY: | | | |
| DATE: | 07/08/2019 | | |
|  | | 21 Griffin Road North Windsor, CT 06095 Phone: 860.290.8892 www.trccorp.net | |
| FILE NO.: | Basement Plan.dwg | | |