



REQUEST FOR QUOTATION

This is NOT an order to ship.

Please quote on the commodities or services listed below.
All prices must be FOB Destination.
You must show Unit Price, Amount and Total or bid may be rejected. The State of Connecticut is exempt from payment of Federal Excise taxes and the Connecticut Sales Tax. Do not include such taxes in bid prices. CCSU reserves the right to reject in whole or in part any or all bids submitted.

VENDOR NAME _____
ADDRESS _____

BID NUMBER – 2020-11

BID DUE DATE: January 14, 2020 3:00 PM

ISSUED BY (return to)
Central Connecticut State University
Purchasing Department, Davidson Hall room 22802
1615 Stanley Street
New Britain CT 06050-4010

DATE ISSUED:
Dec 16, 2019

SIGNED (for Agency)
Thomas Brodeur, C.P.M.

Prepared by:
Thomas Brodeur, C.P.M.
Director of Purchasing
Phone 860-832-2531

Purchasing Authority:
C.G.S. 10a-151b
C.G.S. 4a-52a

CCSU is seeking a qualified contractor to provide calibration and repair/replacement service of all boiler combustion and burner management controls for the Energy Center Boilers, the HRSG controls in the Energy Center Generator Room and the combustion/burner management controls for the boilers located in Memorial Hall, in accordance with attached specifications.

Labor, normal hourly rate (M – F, 8:00 AM – 4:00 PM) \$ _____

Labor, overtime and holidays (see page 6 for list of holidays) \$ _____

Materials and supplies, markup over documented invoice _____ %

- Standard wage rates shall apply to this RFQ and any subsequent award.
- Current Certificate of Insurance naming CCSU as additionally insured will be required from awarded contractor.
- Return bid to the CCSU Purchasing Dept, Davidson Hall room 22802 in a sealed bid envelope marked: **Sealed Bid # 2020-11 Due by 3:00 PM on January 14, 2020.** No faxed or emailed responses will be considered.

Note that in the event of university closing or early dismissal due to inclement weather this RFQ will be due and opened at 3:00 PM on the next business day. Please visit the CCSU website (www.ccsu.edu) or call the University Snow Phone at 860-832-3333 for up to date information on closings or early dismissals.

Attachments:

- Attachment A Contract Draft
- Attachment B Direct Deposit/ACH Form

Vendor Authorized Signature _____
Printed Name _____
Email Address _____
Telephone and Extension _____
FEIN _____

Date _____

Cash Discount Payment Terms ____% ____days, Net 30

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CCSU RFQ 2020-11
CALIBRATION AND REPAIR/REPLACEMENT SERVICE OF ALL
BOILER COMBUSTION AND BURNER MANAGEMENT CONTROLS

DESCRIPTION AND SPECIFICATIONS

This contract will be for the calibration and repair/replacement service of all boiler combustion and burner management controls for the Energy Center Boilers, the HRSG controls in the Energy Center Generator Room and the combustion/burner management controls for the boilers located in Memorial Hall, in accordance with attached specifications

This contract shall be on an “as needed” time and material basis and shall include but not be limited to

- Loop controllers for combustion control and feed water systems,
- Flame safety equipment including scanners, amplifiers, controllers and displays,
- Control panel recording, annunciation and indicating equipment,
- Misc. control panel equipment including relays, timers, current to pressure converters, and power supplies,
- Differential pressure (DP) and gauges pressure transmitters,
- Flow meters,
- Oxygen analyzers,
- Opacity monitors,
- Control valves and actuators,
- Safety limit switches,
- Low water cutout and alarm systems.
- All Foxboro transmitters and controllers
- All Ashcroft controls, transmitters, pressure differential controls
- All electric controls, and devices
- All pneumatic controls, and devices
- All automatic gas/ oil controls, and devices

Contractor shall be required to complete the following services –

QUARTERLY:

- Re-zero opacity monitors and clean lenses
- Blow down water filled sensing lines for DP and pressure transmitters

SEMI-ANNUALLY:

- Calibrate oxygen analyzers
- Calibrate opacity monitor.

ANNUALLY:

- Perform combustion testing and tune up on each fuel source.
- Calibrate DP and pressure transmitters for steam flow, air flow, feed water flow, drum level, drum pressure, main steam, and main steam header pressure.
- Calibrate natural gas and fuel oil flow meters.
- Perform safety limit testing for High-high steam pressure, high steam pressure, low atomizing steam pressure, low oil pressure, atomizing steam flow, high gas pressure, low gas pressure, low fire switch-gas, low fire switch-oil, low fire switch-ID damper, purge air flow, combustion air flow, high water alarm, low water alarm, low water cutoff, auxiliary low water cutoff, purge timer, flame failure response time, and ignition pilot flame failure.
- Confirm proper operation of all chart recorders/Siemens controllers and calibrate as needed.

AS NEEDED:

- Retro Commissioning services. If needed and approved by CCSU, these services shall be quoted and invoiced per contract rates.

SUBMISSION OF QUESTIONS

Contractors may submit questions or requests for clarification via email to brodeur@ccsu.edu. The deadline for submission of questions is 4:00 p.m., E.S.T., on **December 30, 2019**. Any answers, clarifications or corrections that change the scope of this RFQ will be issued as an addendum.

ADDENDA TO THIS RFQ

CCSU may need to issue one or more addenda related to this RFQ. Such addenda shall be posted at <http://www.ccsu.edu/purchasing/currentBids.html>.

It shall be the responsibility of prospective contractors and other interested parties to familiarize themselves with the web site and visit it regularly during the RFP process for updated information or addenda related to this RFQ.

Receipt of addenda must be acknowledged by each proposer, and the failure of a proposer to acknowledge any addendum shall not relieve the proposer of the responsibility for complying with the terms thereof. All addenda must be signed by an authorized respondent representative and returned with the proposal on or before the proposal opening date and time.

This process is intended to ensure that all vendors have equal access to information relative to this RFQ. No information communicated verbally shall be effective unless confirmed by written communication from the Purchasing Department of the University.

EQUIPMENT AND TOOLS

Contractor will provide at no additional cost all tools, supplies and equipment necessary to complete all jobs assigned.

TRAVEL TIME

At no time during the contract shall contractor invoice the University for travel time costs or normal delivery costs. Invoices will only be paid for hours spent on the job.

PAYMENT CLAUSE

The contractor shall invoice CCSU for each repair made as soon as the specified job has been completed. Monthly-accumulated bills will not be allowed. Each bill will be paid on a per work order basis as each job is completed.

If you prefer to be paid via direct deposit versus a mailed paper check, please complete and return with your bid response a CCSU Direct Deposit ACH Payment form (Attachment B)

JOB SITE REPORTING

Contractor will be called in or scheduled for repairs through a designated person from the University. When contractor arrives on campus, the service personnel will be required to sign in at the Energy Center building. When the service personnel are completed with a specific job, they are to sign out at the Energy Center building. It is imperative this procedure is followed since all invoice hours will be matched and paid in accordance to the master log in the Energy Center.

All service slips will be reviewed and approved by a designated person from the University.

EMERGENCY SERVICE CALLS

Emergency service rendered under this contract shall be available continually on a 24-hour per day basis, 365 days a year. Twenty four-hour emergency service capabilities shall include “answering service” response system.

Home telephone numbers or recording devices are unacceptable in lieu of answering service capability. Response to emergency calls from C.C.S.U. shall be within 2 (two) hours.

SERVICE COMPANY QUALIFICATIONS

Service Company shall have been in the business of repairing and calibrating boiler controls and related instrumentation, including, but not limited to, All industrial /utility/power plant controls, combustion controllers, burner management system controllers, transmitters, actuators, and communication devices (signal generators), for at least TEN (10) years. Proof of qualifications and a list of references must be submitted with bid package.

HISTORICAL DATA

As historical information on usage or needs, CCSU spent roughly the following on rubbish removal services over the past several fiscal years. **This information is provided for reference ONLY and is NOT a guarantee of future needs or obligations.**

7/1/2017 – 6/30/2018	\$37,714
7/1/2018 – 6/30/2019	\$32,641
7/1/2019 – to date	\$6,622

CONTRACT

CCSU shall enter into a Contract with the awarded contractor for the services described herein. Purchase Orders issued by CCSU’s Purchasing Office shall be issued for annual service needs or on an as-needed basis once a contract has been executed. No work is to be done prior to receiving a valid, signed Purchase Order.

All provisions of this Request for Proposal and the successful proposal, as mutually agreed upon by subsequent negotiation, provide the specifications for, and obligations of both parties to be executed by any duly authorized representative(s). This Request for Proposal and the successful proposal will constitute the fundamental outline of the awarded contract.

A sample draft of the anticipated award contract is included here as Attachment A, Contract Draft This draft is provided for information ONLY. Final award contract will be subject to the terms of this RFQ, the awarded company’s proposal and subsequent negotiations.

CONTRACT TERM

This contract will be for a period of three (3) years, from May 1, 2020 – April 30, 2023.

APPLICABLE LAWS, PERMITS

The terms and provisions of this RFQ, and any ensuing Contract shall be governed by the laws of the State of Connecticut without regard to its principles of conflicts of laws. The awarded Contractor shall at all times comply and observe all federal and state laws, local laws, ordinances and regulations which are in effect during the period of this Agreement and which in any manner affect the work or its conduct.

Contractor shall obtain and maintain in full force and effect all required licenses, permits and authorizations necessary to perform waste removal services in the State of Connecticut. The contractor shall provide CCSU with evidence of such licenses, permits, and authorizations. This evidence shall be submitted subsequent to the contract award. All costs associated with any such licenses, permits and authorizations shall be the responsibility of the contractor.

HOLIDAYS

Holidays shall be defined as New Year's Day, Independence Day, Thanksgiving Day and Christmas Day.

SAFETY

Precaution shall be exercised at all times for the protection of persons and property.

The contractor is reminded that all work will be carried out on a busy University campus. Safety is of utmost importance. The contractor shall conduct all operations in a safe manner and shall comply with all pertinent local, state, and federal safety regulations and with whatever requirements deemed necessary by the Agency Representative, by CCSU Public Safety or by CCSU Fire Safety to protect the health, safety and well-being of the University community. Safety precautions must be taken at all times to prevent the possibility of injury to pedestrians.

NONDISCRIMINATION STATEMENT

Central Connecticut State University is an affirmative action equal opportunity institution. The University will not knowingly do business with any bidder, contractor, subcontractor or supplier of materials found to be in violation of any state or federal antidiscrimination law.

EMPLOYEE QUALIFICATIONS

All employees and agents of the Contractor shall be subject to the jurisdiction of the representative while performing services on CCSU property. Each employee must comply with the "Standards of Conduct" applicable to all employees of CCSU, the standards of which standards are listed below. CCSU reserves the right to dismiss any employee of the Contractor who violates these standards of conduct or who exhibits other conduct deemed inappropriate by CCSU.

CCSU will provide pictured ID badges. Employees shall wear ID badges at all times while performing services under this contract.

EMPLOYEE STANDARDS OF CONDUCT

CCSU has developed specific standards of conduct deemed necessary to ensure the orderly and efficient performance of duties and services at the University and to protect the health, safety and welfare of all members of the University community. In accordance with those standards, the following items are strictly prohibited:

1. Use or possession of drugs or alcohol;
2. Possession of firearms;
3. Smoking in Agency buildings;
4. Harassment (Sexual, racial or otherwise) or intimidation of any member of the University community;
5. Violation of applicable traffic or public safety regulations or of Agency rules and procedures;
6. Unauthorized use of Agency vehicles, equipment or property;

7. Use of University telephones for personal business;
8. Removal or theft of University property;
9. Unauthorized duplication or possession of University keys;
10. Transfer of personal identification card or of parking pass to unauthorized personnel;
11. Conduct or behavior that endangers the health, safety and welfare of any member of the public or of the University community;
12. Interference with the work of other employees;
13. Work attire other than the specified uniform;
14. Loud, vulgar behavior or the use of profanity;

The Agency may, at its discretion, recommend discharge of any employee of the Contractor found to be in violation of these standards, or in violation of other standards adopted by the Agency from time to time, as required to protect the health, safety and welfare of the University community.

PERFORMANCE BOND

The awarded contractor shall, within ten (10) days after the award thereof , submit a properly executed Performance Bond, in the form provided herein, in the amount of TEN THOUSAND (\$10,000) DOLLARS and having as surety thereto such Surety Company or Companies acceptable to the Agency and authorized to transact business in this State. Performance Bond is to be in effect continuously for the life of the contract.

ENVIRONMENTAL HEALTH AND SAFETY PROCEDURES AND REQUIREMENTS

The Central Connecticut State University Office of Environmental Health and Safety (EH&S) remains committed to providing a safe work place environment for its students, faculty, staff and contractors. The following procedures have been put into place for all contractors to follow with all work both routine and emergency. Failure to comply will lead to job stoppage, employee suspension or removal and possible loss of contract work.

- A. All workers need to be experienced and OSHA safety trained in their specific job duties or trades.
- B. A job hazard analysis must be completed in writing by the contractor utilizing administrative, engineering and personal protective controls.
- C. A safety plan must be submitted for approval to the CCSU EH&S, including all Safety Data Sheets along with OSHA 10 and all other document-required trainings or certifications, i.e. scaffolds, confined space, lift truck, tow motor, etc.

Barricades, safe work zones, signage, timing of work and other work control methods are required in the safety plan as the protection of the students, staff and faculty and workers is required at all times and is of the utmost importance.

All unsafe work conditions are required to be addressed at once. Near misses and other unsafe events should be documented and reported to the EH&S office at once.

- D. A hot work permit must be obtained prior to any hot work. Contact EH&S for written permission.
- E. If any work will block or alter a response of Emergency Apparatus, (fire, police or medical) the contractor must gain approval from the CCSU EH&S in advance.
- F. Contractor are NOT ALLOWED to tamper or disable any fire detection/protection device without the written permission of the CCSU EH&S. This includes physically covering a device.
- G. Contractor must provide to EH&S a list of emergency contact numbers during work and off hours.
- H. Contractor assumes responsibility for site safety at all times. If any student or staff enters into a work zone without being signed onto the safety plan or not wearing the correct personal protective equipment, work must be stopped and the situation corrected.
- I. Contractor assumes responsibility for securing the site or any hazards upon completion of work both at lunch and end of day.
- J. Contractor is required to secure and provide a "CALL BEFORE YOU DIG" permit if digging any holes by mechanical means, and only after an acceptable layout has been done.
- K. All contractor injuries must report to the CCSU EH&S within 1 hour of the injury. A written report, photos and method changes will be required before the job re-starts.
- L. Contractors doing work on off hours (outside of Monday thru Friday 8:00 am to 4:00 pm) must sign in and out with the University Police Department whenever there is no project manager, CCSU contract administrator or EH&S professional available.
- M. The project managers will perform job site inspections daily or as needed with the project contact person.
- N. Any changes to work plans or documents require reporting to CCSU EH&S
- O. Unless specifically required for the project at hand, use of campus sidewalks by contractor vehicles is restricted to emergencies only and needs prior approval by EH&S or the University Police. All vehicles on campus sidewalks shall follow these rules of operation:
 - Vehicle speed shall not exceed 5 mph
 - Vehicle shall turn on flashers and headlights at all times
 - Driver and passenger(s) shall wear seatbelts whenever the vehicle is in motion
 - Contractor shall provide a ground man for larger vehicles and or while backing up
- P. No work by a contractor or sub will start without first contacting the office of Environmental Health and Safety unless it has immediate impact to student/staff safety or is emergency response related. All off hour injuries, near miss, and other incidents require immediate contact even in off hours. CCSU Office of Environmental Health and Safety contact information:
Karen Misbach 860-832-2499, email: karen.misbach@ccsu.edu
Terrence Ferrarotti 860-832-2386, email: ferrarottitep@ccsu.edu
CCSU Police Department 860-832-2375

STATEMENT OF BIDDER'S QUALIFICATIONS

This form will be used in assessing a Bidders Qualification and will be used to determine if 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.

BIDDERS NAME: _____

ADDRESS: _____

Number of years company has been engaged in business under this name: _____ years

Size of Company or Corporation:

Number of Employees: Full Time: _____ Part Time: _____

Total Asset Value: _____

Equipment Asset Value: _____

OWNER/OPERATOR: _____ PARTNERSHIP: _____ CORPORATION: _____

Is your company registered with the Office of the Connecticut Secretary of State?

YES _____ NO _____ Registration Date; available, _____

Please list any relevant Certifications, Licenses, Registrations, etc., which qualify your company to meet the requirements of this bid.

(PLEASE ATTACH AN ADDITIONAL SHEET IF NECESSARY)

Please list any administrative actions either pending review by the State, or determinations that the State has made regarding your company or corporation. This should include court judgments, and pending suits by a State or Federal Court. Include in your statement a list 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. Please 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

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REFERENCES

Proposals should include five institutions, of similar or the same size, where your organization has provided services similar to those described in this RFQ.

Any experience with ANY Connecticut State agency MUST be included here.

Please include name, title, telephone number and e-mail address of a contact person at each institution. **References may be checked electronically; the requirement for e-mail addresses is a mandatory requirement.**

References:	Institution	Contact	Telephone No.
Reference #1	_____	_____	_____
E-mail:	_____		
Reference #2	_____	_____	_____
E-mail:	_____		
Reference #3	_____	_____	_____
E-mail:	_____		
Reference #4	_____	_____	_____
E-mail:	_____		
Reference #5	_____	_____	_____
E-mail:	_____		

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COMMISSION ON HUMAN RIGHTS AND OPPORTUNITIES
CONTRACT COMPLIANCE REGULATIONS
NOTIFICATION TO BIDDERS (rev 09/17/07)

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

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

The awarding agency will consider the following factors when reviewing the bidder’s qualifications under the contract compliance 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 of the Administrative Regulations of Connecticut State Agencies, inclusive;
- (c) the bidder’s promise to develop and implement a successful affirmative action plan;
- (d) the bidder’s submission of employment statistics contained in the “Employment Information Form”, indicating that the composition of its workforce is at or near parity when compared to the racial and sexual 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 bidders 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 bidders good faith efforts to include minority business enterprises as subcontractors and suppliers for the work of the contract.

1) Definition of Small Contractor

Section 4a-60g 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 nonprofit corporation shall be construed to be a small contractor if such nonprofit corporation meets the requirements of subparagraphs (A) and (B) of subdivision 4a-60g CONN. GEN. STAT.

MANAGEMENT: Managers plan, organize, direct, and control the major functions of an organization through subordinates who are at the managerial or supervisory level. They make policy decisions and set objectives for the company or departments. They are not usually directly involved in production or providing services. Examples include top executives, public relations managers, managers of operations specialties (such as financial, human resources, or purchasing managers), and construction and engineering managers.

BUSINESS AND FINANCIAL OPERATIONS: These occupations include managers and professionals who work with the financial aspects of the business. These occupations include accountants and auditors, purchasing agents, management analysts, labor relations specialists, and budget, credit, and financial analysts.

MARKETING AND SALES: Occupations related to the act or process of buying and selling products and/or services such as sales engineer, retail sales workers, and sales representatives including wholesale.

LEGAL OCCUPATIONS: In-House Counsel who is charged with providing legal advice and services in regards to legal issues that may arise during the course of standard business practices. This category also includes assistive legal occupations such as paralegal, legal assistants.

COMPUTER SPECIALISTS: Professionals responsible for the computer operations within a company are grouped in this category. Examples of job titles in this category include computer programmers, software engineers, database administrators, computer scientists, systems analysts, and computer support specialists.

ARCHITECTURE AND ENGINEERING: Occupations related to architecture, surveying, engineering, and drafting are included in this category. Some of the job titles in this category include electrical and electronic engineers, surveyors, architects, drafters, mechanical engineers, materials engineers, mapping technicians, and civil engineers.

OFFICE AND ADMINISTRATIVE SUPPORT: All clerical-type work is included in this category. These jobs involve the preparing, transcribing, and preserving of written communications and records; collecting accounts; gathering and distributing information; operating office machines and electronic data processing equipment; and distributing mail. Job titles listed in this category include telephone operators, bill and account collectors, customer service representatives, dispatchers, secretaries and administrative assistants, computer operators and clerks (such as payroll, shipping, stock, mail and file).

BUILDING AND GROUNDS CLEANING AND MAINTENANCE: This category includes occupations involving landscaping, housekeeping, and janitorial services. Job titles found in this category include supervisors of landscaping or housekeeping, janitors, maids, grounds maintenance workers, and pest control workers.

CONSTRUCTION AND EXTRACTION: This category includes construction trades and related occupations. Job titles found in this category include boilermakers, masons (all types), carpenters, construction laborers, electricians, plumbers (and related trades), roofers, sheet metal workers, elevator installers, hazardous materials removal workers, paperhangers, and painters. Paving, surfacing, and tamping equipment operators; drywall and ceiling tile installers; and carpet, floor and tile installers and finishers are also included in this category. First line supervisors, foremen, and helpers in these trades are also grouped in this category.

INSTALLATION, MAINTENANCE AND REPAIR: Occupations involving the installation, maintenance, and repair of equipment are included in this group. Examples of job titles found here are heating, ac, and refrigeration mechanics and installers; telecommunication line installers and repairers; heavy vehicle and mobile equipment service technicians and mechanics; small engine mechanics; security and fire alarm systems installers; electric/electronic repair, industrial, utility and transportation equipment; millwrights; riggers; and manufactured building and mobile home installers. First line supervisors, foremen, and helpers for these jobs are also included in the category.

MATERIAL MOVING WORKERS: The job titles included in this group are Crane and tower operators; dredge, excavating, and lading machine operators; hoist and winch operators; industrial truck and tractor operators; cleaners of vehicles and equipment; laborers and freight, stock, and material movers, hand; machine feeders and offbearers; packers and packagers, hand; pumping station operators; refuse and recyclable material collectors; and miscellaneous material moving workers.

PRODUCTION WORKERS: The job titles included in this category are chemical production machine setters, operators and tenders; crushing/grinding workers; cutting workers; inspectors, testers sorters, samplers, weighers; precious stone/metal workers; painting workers; cementing/gluing machine operators and tenders; etchers/engravers; molders, shapers and casters except for metal and plastic, and production workers.

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, the Indian subcontinent, or the Pacific Islands. This area includes China, India, Japan, Korea, the Philippine Islands, and 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.

Company Name _____ Street Address _____ City & State _____ Chief Executive _____	Bidder Federal Employer Identification Number _____ Or Social Security Number _____
Major Business Activity (brief description) _____	Bidder Identification (response optional/definitions on page 1) -Bidder is a small contractor. Yes__ No__ -Bidder is a minority business enterprise Yes__ No__ (If yes, check ownership category) Black__ Hispanic__ Asian American__ American Indian/Alaskan Native__ Iberian Peninsula__ Individual(s) with a Physical Disability__ Female__ -Bidder is certified as above by State of CT Yes__ No__ - DAS Certification Number _____
Bidder Parent Company (If any) _____	
Other Locations in Ct. (If any) _____	

PART II - Bidder Nondiscrimination Policies and Procedures

1. Does your company have a written Affirmative Action/Equal Employment Opportunity statement posted on company bulletin boards? Yes__ No__	7. Do all of your company contracts and purchase orders contain non-discrimination statements as required by Sections 4a-60 & 4a-60a Conn. Gen. Stat.? Yes__ No__
2. Does your company have the state-mandated sexual harassment prevention in the workplace policy posted on company bulletin boards? Yes__ No__	8. Do you, upon request, provide reasonable accommodation to employees, or applicants for employment, who have physical or mental disability? Yes__ No__
3. Do you notify all recruitment sources in writing of your company's Affirmative Action/Equal Employment Opportunity employment policy? Yes__ No__	9. Does your company have a mandatory retirement age for all employees? Yes__ No__
4. Do your company advertisements contain a written statement that you are an Affirmative Action/Equal Opportunity Employer? Yes__ 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? Yes__ No__ NA__
5. Do you notify the Ct. State Employment Service of all employment openings with your company? Yes__ No__	11. If your company has apprenticeship programs, do they meet the Affirmative Action/Equal Employment Opportunity requirements of the apprenticeship standards of the Ct. Dept. of Labor? Yes__ No__ NA__
6. Does your company have a collective bargaining agreement with workers? Yes__ No__ 6a. If yes, do the collective bargaining agreements contain non-discrimination clauses covering all workers? Yes__ No__	12. Does your company have a written affirmative action Plan? Yes__ No__ If no, please explain.
6b. Have you notified each union in writing of your commitments under the nondiscrimination requirements of contracts with the state of Ct? Yes__ No__	13. Is there a person in your company who is responsible for equal employment opportunity? Yes__ No__ If yes, give name and phone number.

Part III - Bidder Subcontracting Practices

1. Will the work of this contract include subcontractors or suppliers? Yes__ No__
 - 1a. If yes, please list all subcontractors and suppliers and report if they are a small contractor and/or a minority business enterprise. (defined on page 1 / use additional sheet if necessary)
 - 1b. Will the work of this contract require additional subcontractors or suppliers other than those identified in 1a. above? Yes__ No__
- PLEASE COMPLETE REVERSE SIDE

JOB CATEGORY *	OVERALL TOTALS	WHITE (not of Hispanic origin)		BLACK (not of Hispanic origin)		HISPANIC		ASIAN or PACIFIC		AMERICAN INDIAN or ALASKAN NATIVE	
		Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
Management											
Business & Financial Ops											
Marketing & Sales											
Legal Occupations											
Computer Specialists											
Architecture/Engineering											
Office & Admin Support											
Bldg/ Grounds Cleaning/Maintenance											
Construction & Extraction											
Installation, Maintenance & Repair											
Material Moving Workers											
Production Occupations											
TOTALS ABOVE											
Total One Year Ago											
FORMAL ON THE JOB TRAINEES		RES FOR THE SAME CATEGORIES AS ARE SHOWN ABOVE)									
Apprentices											
Trainees											

* NOTE: Job categories can be changed or added to (ex. Sales can be added or replace a category not used in your company)

PART V - Bidder Hiring and Recruitment Practices

1. Which of the following recruitment sources are used by you? (Check yes or no, and report percent used)				2. Check (X) any of the below listed requirements that you use as a hiring qualification		3. Describe below any other practices or actions that you take which show that you hire, train, 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	
Labor Organizations					Personal Recommendation	
Minority/Community Organizations					Height or Weight	
Others (please identify)					Car Ownership	
					Arrest Record	

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 misstatements 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)
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STATE OF CONNECTICUT GIFT AND CAMPAIGN CONTRIBUTION CERTIFICATION

Written or electronic certification to accompany a State contract with a value of \$50,000 or more pursuant to C.G.S. §§ 4-250, 4-252(c) and 9-612(f)(2) and Governor Dannel P. Malloy's Executive Order 49

INSTRUCTIONS:

Complete all sections of the form. Attach additional pages, if necessary, to provide full disclosure about any lawful campaign contributions made to campaigns of candidates for statewide public office or the General Assembly, as described herein. Sign and date the form, under oath, in the presence of a Commissioner of the Superior Court or Notary Public. Submit the completed form to the awarding State agency at the time of initial contract execution and if there is a change in the information contained in the most recently filed certification, such person shall submit an updated certification either (i) not later than thirty (30) days after the effective date of such change or (ii) upon the submittal of any new bid or proposal for a contract, whichever is earlier. Such person shall also submit an accurate, updated certification not later than fourteen days after the twelve-month anniversary of the most recently filed certification or updated certification.

CHECK ONE:

Initial Certification 12 Month Anniversary Update (Multi-year contracts only.)

Updated Certification because of change of information contained in the most recently filed certification or twelve-month anniversary update.

GIFT CERTIFICATION:

As used in this certification, the following terms have the meaning set forth below:

- 1) "Contract" means that contract between the State of Connecticut (and/or one or more of its agencies or instrumentalities) and the Contractor, attached hereto, or as otherwise described by the awarding State agency below;
- 2) If this is an Initial Certification, "Execution Date" means the date the Contract is fully executed by, and becomes effective between, the parties; if this is a twelve-month anniversary update, "Execution Date" means the date this certification is signed by the Contractor;
- 3) "Contractor" means the person, firm or corporation named as the contractor below;
- 4) "Applicable Public Official or State Employee" means any public official or state employee described in C.G.S. §4-252(c)(1)(i) or (ii);
- 5) "Gift" has the same meaning given that term in C.G.S. § 4-250(1);
- 6) "Principals or Key Personnel" means and refers to those principals and key personnel of the Contractor, and its or their agents, as described in C.G.S. §§ 4-250(5) and 4-252(c)(1)(B) and (C).

I, the undersigned, am a Principal or Key Personnel of the person, firm or corporation authorized to execute this certification on behalf of the Contractor. I hereby certify that, no gifts were made by (A) such person, firm, corporation, (B) any principals and key personnel of the person firm or corporation who participate substantially in preparing bids, proposals or negotiating state contracts or (C) any agent of such, firm, corporation, or principals or key personnel who participates substantially in preparing bids, proposals or negotiating state contracts, to (i) any public official or state employee of the state agency or quasi-public agency soliciting bids or proposals for state contracts who participates substantially in the preparation of bid solicitations or request for proposals for state contracts or the negotiation or award of state contracts or (ii) any public official or state employee of any other state agency, who has supervisory or appointing authority over such state agency or quasi-public agency.

I further certify that no Principals or Key Personnel know of any action by the Contractor to circumvent (or which would result in the circumvention of) the above certification regarding **Gifts** by providing for any other Principals, Key Personnel, officials, or employees of the Contractor, or its or their agents, to make a **Gift** to any Applicable Public Official or State Employee. I further certify that the Contractor made the bid or proposal for the Contract without fraud or collusion with any person.

CAMPAIGN CONTRIBUTION CERTIFICATION:

I further certify that, on or after December 31, 2006, neither the Contractor nor any of its principals, as defined in C.G.S. § 9-612(g)(1), has made any campaign contributions to, or solicited any contributions on behalf of, any exploratory committee, candidate committee, political committee, or party committee established by, or supporting or authorized to support, any candidate for statewide public office, in violation of C.G.S. § 9-612(g)(2)(A). I further certify that all lawful campaign contributions that have been made on or after December 31, 2006 by the Contractor or any of its principals, as defined in C.G.S. § 9-612(g)(1), to, or solicited on behalf of, any exploratory committee, candidate committee, political committee, or party committee established by, or supporting or authorized to support any candidates for statewide public office or the General Assembly, are listed below:

Lawful Campaign Contributions to Candidates for Statewide Public Office:

<u>Contribution Date</u>	<u>Name of Contributor</u>	<u>Recipient</u>	<u>Value</u>	<u>Description</u>

Lawful Campaign Contributions to Candidates for the General Assembly:

<u>Contribution Date</u>	<u>Name of Contributor</u>	<u>Recipient</u>	<u>Value</u>	<u>Description</u>

Sworn as true to the best of my knowledge and belief, subject to the penalties of false statement.

Printed Contractor Name

Printed Name of Authorized Official

Signature of Authorized Official

Subscribed and acknowledged before me this _____ day of _____, 20__.

Commissioner of the Superior Court (or Notary Public)

My Commission Expires



STATE OF CONNECTICUT
CONSULTING AGREEMENT AFFIDAVIT

Affidavit to accompany a State contract for the purchase of goods and services with a value of \$50,000 or more in a calendar or fiscal year, pursuant to Connecticut General Statutes §§ 4a-81(a) and 4a-81(b)

INSTRUCTIONS:

If the bidder or vendor has entered into a consulting agreement, as defined by Connecticut General Statutes § 4a-81(b)(1): Complete all sections of the form. If the bidder or vendor has entered into more than one such consulting agreement, use a separate form for each agreement. Sign and date the form in the presence of a Commissioner of the Superior Court or Notary Public. If the bidder or vendor has not entered into a consulting agreement, as defined by Connecticut General Statutes § 4a-81(b)(1): Complete only the shaded section of the form. Sign and date the form in the presence of a Commissioner of the Superior Court or Notary Public.

Submit completed form to the awarding State agency with bid or proposal. For a sole source award, submit completed form to the awarding State agency at the time of contract execution.

This affidavit must be amended if there is any change in the information contained in the most recently filed affidavit not later than (i) thirty days after the effective date of any such change or (ii) upon the submittal of any new bid or proposal, whichever is earlier.

AFFIDAVIT: [Number of Affidavits Sworn and Subscribed On This Day: _____]

I, the undersigned, hereby swear that I am the chief official of the bidder or vendor awarded a contract, as described in Connecticut General Statutes § 4a-81(a), or that I am the individual awarded such a contract who is authorized to execute such contract. I further swear that I have not entered into any consulting agreement in connection with such contract, except for the agreement listed below:

Form with fields for Consultant's Name and Title, Name of Firm (if applicable), Start Date, End Date, Cost, and Description of Services Provided.

Is the consultant a former State employee or former public official? [] YES [] NO

If YES: Name of Former State Agency, Termination Date of Employment

Sworn as true to the best of my knowledge and belief, subject to the penalties of false statement. Shaded area containing signature and date fields for Bidder or Vendor, Chief Official or Individual, and Awarding State Agency.

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

Commissioner of the Superior Court or Notary Public

My Commission Expires

**THIS PAGE
HAS BEEN LEFT BLANK
INTENTIONALLY**

END OF BID DOCUMENT