

STATE OF CONNECTICUT

DEPARTMENT OF ADMINISTRATIVE SERVICES

PROCUREMENT DIVISION

165 Capitol Avenue, 5th Floor South
HARTFORD, CT 06106-1659

Aimee Cunningham

Contract Specialist

(860)713-5250

Telephone Number

CONTRACT AWARD NO.:

05PSX0360

Contract Award Date:

1 December 2005

Bid Due Date:

30 November 2005

SUPPLEMENT DATE:

23 August 2010

CONTRACT AWARD SUPPLEMENT #3

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

DESCRIPTION: Custodial Services to be provided for the Department of Motor Vehicles Emissions Tech. Center at 1625 Highland Avenue, Cheshire, CT

FOR: Department of Motor Vehicles
55 West Main Street
4th Floor
Waterbury, CT 06702-2004

TERM OF CONTRACT / DELIVERY DATE REQUIRED:
3rd Contract Extension September 30, 2010 through September 30, 2013.

AGENCY REQUISITION NUMBER: CHESHIRE JAN.

CHANGE TO IN STATE (NON-SB) CONTRACT VALUE	CHANGE TO DAS-CERTIFIED SMALL BUSINESS CONTRACT VALUE	CHANGE TO OUT OF STATE CONTRACT VALUE	CHANGE TO TOTAL CONTRACT AWARD VALUE
\$24,000.00 Est.			\$24,000.00 Est.

NOTICE TO CONTRACTORS: This notice is not an order to ship. Purchase Orders against contracts will be furnished by the using agency or agencies on whose behalf the contract is made.

INVOICE SHALL BE RENDERED DIRECT TO THE ORDERING AGENCY.

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

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

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

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

CONTRACTOR INFORMATION:

REFER TO THE CONTRACT ON THE DAS PROCUREMENT WEB PAGE FOR THE MOST CURRENT CONTRACTOR INFORMATION.

(http://www.das.state.ct.us/Purchase/New_PurchHome/Busopp.asp)

Company Name: **Connecticut Community Providers Association**

Address: **35 Cold Springs Rd. 522 Rocky Hill, CT 06067-3165**

Tel. No.: **860-257-7909**

Fax No.: **860-257-7777**

Contact Person: **Kirk Springsted**

Contract Value: **Est. \$ 64,000.00 Est.**

Delivery: **per enclosed terms & conditions**

Agrees to Supply Political Sub-Divisions: **n/a**

Certification Type (SBE, MBE, WBE or None): **none** Terms: **Net 30 Days**

Company E-mail Address and/or Company Web Site **www.kspringsted@ccpa-inc.org**

NOTE:

In accordance with Public Act 10-189, this contract is extended for a term of three years. The expiration date is September 30, 2013. All other terms and condition remain in full force and effect.

APPROVED _____

AIMEE CUNNINGHAM

Contract Specialist

(Original Signature on Document in Procurement Files)

STATE OF CONNECTICUT

DEPARTMENT OF ADMINISTRATIVE SERVICES

PROCUREMENT DIVISION

165 Capitol Avenue, 5th Floor South
HARTFORD, CT 06106-1659

Ann Simeone
Contract Specialist
(860) 713-5051
Telephone Number

CONTRACT AWARD NO.:

05PSX0360

Contract Award Date:

1 December 2005

Bid Due Date:

30 November 2005

SUPPLEMENT DATE:

29 October 2007

CONTRACT AWARD SUPPLEMENT #2

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

DESCRIPTION: Custodial Services to be provided for the Department of Motor Vehicles Emissions Tech. Center at 1625 Highland Avenue, Cheshire, CT

FOR: Department of Motor Vehicles
55 West Main Street
4th Floor
Waterbury, CT 06702-2004

TERM OF CONTRACT / DELIVERY DATE REQUIRED:
Original Contract Term December 1, 2005 - November 30, 2006
1st Contract Extension December 1, 2006 – November 30, 2007
2nd Contract Extension December 1, 2007 – September 30, 2010

AGENCY REQUISITION NUMBER: CHESHIRE JAN.

CHANGE TO IN STATE (NON-SB) CONTRACT VALUE	CHANGE TO DAS-CERTIFIED SMALL BUSINESS CONTRACT VALUE	CHANGE TO OUT OF STATE CONTRACT VALUE	CHANGE TO TOTAL CONTRACT AWARD VALUE
\$24,000.00 Est.			\$24,000.00 Est.

NOTICE TO CONTRACTORS: This notice is not an order to ship. Purchase Orders against contracts will be furnished by the using agency or agencies on whose behalf the contract is made.

INVOICE SHALL BE RENDERED DIRECT TO THE ORDERING AGENCY.

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

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

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

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

CONTRACTOR INFORMATION:

REFER TO THE CONTRACT ON THE DAS PROCUREMENT WEB PAGE FOR THE MOST CURRENT CONTRACTOR INFORMATION. (<http://www.das.state.ct.us/busopp.asp>)

Company Name: **Connecticut Community Providers Associations, Inc. (CCPA)**

Company Address: **35 Cold Spring Road, Suite 522, Rocky Hill, CT 06067-6165**

Tel. No.: **(860) 257-7909**

Fax No.: **(260) 257-7777**

Contract Value: **\$40,000.00 Est.**

Toll Free No.: **(888) 222-9953**

Contact Person: **Kirk Springsted**

Delivery: **Per Specifications**

Contact Person Address: **35 Cold Spring Road, Suite 522, Rocky Hill, CT 06067-6165**

Company E-mail Address and/or Company Web Site kspringsted@ccpa-inc.org

Remittance Address: *same as above*

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

Terms: **Net 45 Days**

Agrees to Supply Political SubDivisions: **N/A**

NOTE:

- Contracts, awarded pursuant to C.G.S. 17b-656 or purchases in place as of 10/01/06 are not subject to competitive bidding and shall remain in place through 9/30/10 with the proviso that the current "fair market pricing" (with the exception of DOL prevailing/standard wage rate changes) does not change. Reference CGS 4a-82 (o).
- Original contract term: 12/1/05 – 11/30/07 and have increased contract value to reflect this contract extension.
- All terms and conditions not otherwise affected by this supplement remain unchanged and in full force and effect.

APPROVED _____

ANN SIMEONE

Contract Specialist

Date Issued: 29 October 2007

(Original Signature on Document in Procurement Files)

STATE OF CONNECTICUT

DEPARTMENT OF ADMINISTRATIVE SERVICES

PROCUREMENT SERVICES

165 Capitol Avenue, 5th Floor South

PO Box 150414

HARTFORD, CT 06115-0414

Ann Simeone
Contract Specialist

(860)713-5051
Telephone Number

CONTRACT AWARD NO.:

05PSX0360

Contract Award Date:

1 December 2005

Bid Due Date:

30 November 2005

SUPPLEMENT DATE:

23 October 2006

CONTRACT AWARD SUPPLEMENT #1

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

DESCRIPTION: Custodial Services to be provided for the Department of Motor Vehicles Emissions Tech. Center at 1625 Highland Avenue, Cheshire, CT

FOR:
Department of Motor Vehicles
55 West Main Street
4th Floor
Waterbury, CT 06702-2004

TERM OF CONTRACT / DELIVERY DATE REQUIRED:
December 1, 2005 - November 30, 2007
(Original Contract Term December 1, 2005 – November 30, 2006 – Contract Extension Language Applies)

AGENCY REQUISITION NUMBER: CHESHIRE JAN.

CHANGE TO IN STATE (NON-SB) CONTRACT VALUE	CHANGE TO DAS-CERTIFIED SMALL BUSINESS CONTRACT VALUE	CHANGE TO OUT OF STATE CONTRACT VALUE	CHANGE TO TOTAL CONTRACT AWARD VALUE
\$7,982.00 (est)			\$7,982.00 (est)

NOTICE TO CONTRACTORS: This notice of award is not an order to ship. Purchase Orders against contracts will be furnished by the using agency or agencies on whose behalf the contract is made.

INVOICE SHALL BE RENDERED DIRECT TO THE ORDERING AGENCY.

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

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

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

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

CONTRACTOR INFORMATION:

Company Name: **Connecticut Community Providers Association Inc. (CCPA)**

Address: **35 Cold Springs Road, Suite 522, Rocky Hill, CT 06067-6165**

Tel. No.: **(860) 257-7909 or
(888) 222-9953**

Fax No.: **(860) 257-7777**

Contract Value: **\$15,964.00 (est)**

Contact Person: **K. Springsted**

Delivery: **Per Specifications**

Certification Type (SBE, MBE, WBE or None): **None** Terms: **Net 45 Days**

Agrees to Supply Political SubDivisions: **N/A**

Company E-mail Address and/or Company Web Site: **kspringsted@ccpa-inc.org**

NOTE:

- Contract Term extended for one full year through November 30, 2007 with no changes in monthly pricing.
- All terms and conditions not otherwise affected by this supplement remain unchanged and in full force and effect.

APPROVED _____

ANN SIMEONE
Contract Specialist

Date Issued: 23 October 2006

(Original Signature on Document in Procurement Files)

STATE OF CONNECTICUT

DEPARTMENT OF ADMINISTRATIVE SERVICES

PROCUREMENT SERVICES

165 Capitol Avenue, 5th Floor South

PO Box 150414

HARTFORD, CT 06115-0414

Lynn Peccerillo
Contract Specialist

(860) 713-5255
Telephone Number

CONTRACT AWARD NO.:

05PSX0360

Contract Award Date:

1 December 2005

Bid Due Date:

NA

CONTRACT AWARD

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

DESCRIPTION: Custodial Services to be provided for the Department of Motor Vehicle Emissions Tech. Center at 1625 Highland Avenue, Cheshire, CT.

FOR: Department of Motor Vehicle Emissions Tech. Center
1625 Highland Avenue
Cheshire, CT 06410

TERM OF CONTRACT / DELIVERY DATE REQUIRED:
12/1/2005 through 11/30/2006
(The State reserves the sole right to extend this contract for additional periods.)

AGENCY REQUISITION NUMBER: Agency Req Number 0328

IN STATE (NON-SB) CONTRACT VALUE	DAS CERTIFIED SMALL BUSINESS CONTRACT VALUE	OUT OF STATE CONTRACT VALUE	TOTAL CONTRACT AWARD VALUE
\$7,981.20			\$7,981.20

NOTICE TO CONTRACTORS: This notice of award is not an order to ship. Purchase Orders against contracts will be furnished by the using agency or agencies on whose behalf the contract is made.

INVOICE SHALL BE RENDERED DIRECT TO THE ORDERING AGENCY.

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

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

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

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

CONTRACTOR INFORMATION:

Company Name: **Connecticut Community Providers Association Inc. (CCPA)**

Address: **35 Cold Springs Road, Suite 522, Rocky Hill, CT 06067-6165**

Tel. No.: **(860) 257-7909 or (888) 222-9953** Fax No.: **(860) 257-7777**

Contact Person: **D. Malick**

Certification Type (SBE, MBE, WBE or None): **None** Terms: **Net 30 Days**

Contract Value: **\$7,981.20**

Delivery:

Agrees to Supply Political SubDivisions: **NA**

Company E-mail Address and/or Company Web Sit: dmalick@ccpa-inc.org

www.ccpa-inc.org

This agreement confirms authorization to perform services in accordance with attached schedule. The agency referenced above is hereby authorized to issue a Purchase Order to The Connecticut Community Providers Association, Inc. (CCPA), 35 Cold Springs Road, Suite 522, Rocky Hill CT 06067-3165 utilizing Sec. 17b-656 of the Connecticut General Statutes.

APPROVED _____

LYNN PECCERILLO

Contract Specialist

Date Issued: 30 November 2005

(Original Signature on Document in Procurement Files)

STATE OF CONNECTICUT
DEPARTMENT OF ADMINISTRATIVE SERVICES
PROCUREMENT SERVICES
165 Capitol Avenue, 5th Floor South
PO Box 150414
HARTFORD, CT 06115-0414

BID NO.:
05PSX0360

Standard Bid and Contract Terms and Conditions - Page 1 of 4

All Invitations For Bids issued by the Department of Administrative Services, Procurement Services 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-52-22.

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

1. Bids must be submitted on forms supplied by Procurement Services. Telephone or facsimile bids will not be accepted in response to an Invitation For Bids.
2. The time and date bids are to be opened is given in each bid issued. Bids received after the specified time and date of bid opening given in each bid proposal shall not be considered. Bid envelopes must clearly indicate the bid number as well as the date and time of the opening of the bid. The name and address of the Bidder should appear in the upper left hand corner of the envelope.
3. Incomplete bid forms may result in the rejection of the bid. Amendments to bids received by Procurement Services after the time specified for opening of bids, shall not be considered. An original and one copy of the proposal schedule shall be returned to Procurement Services. 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 may be rejected. Errors, alterations or corrections on both the original and copy of the proposal schedule to be returned must be initialed by the person signing the bid proposal or their authorized designee. 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.
4. 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.
5. 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.
6. 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.

7. 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.

8. In the event of a discrepancy between the unit price and the extension, the unit price shall govern.

9. 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.

10. All bids will be opened and read publicly and upon award are subject to public inspection.

Guaranty or Surety

11. 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

12. 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.

13. 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

14. 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.

15. Procurement Services 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.

16. Procurement Services may correct inaccurate awards resulting from clerical or administrative errors.

Contract

17. 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.

18. The Contractor shall not assign or otherwise dispose of their contract or their right, title or interest, or their power to

STATE OF CONNECTICUT
DEPARTMENT OF ADMINISTRATIVE SERVICES
PROCUREMENT SERVICES
165 Capitol Avenue, 5th Floor South
PO Box 150414
HARTFORD, CT 06115-0414

Standard Bid and Contract Terms and Conditions - Page 2 of 4

execute such contract to any other person, firm or corporation without the prior written consent of Procurement Services.

19. 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.

20. Failure of a Contractor to deliver commodities or perform services as specified will constitute authority for Procurement Services 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.

21. 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.

22. 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.

23. Notwithstanding any provision or language in this contract to the contrary, the Commissioner 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, however, no compensation for lost profits shall be allowed.

24. This provision and its subsections are included in this Agreement in accordance with sections 6 and 11 of Governor M. Jodi Rell's Executive Order #7A: (a) The State Contracting Standards Board (the "Board") may, for cause, review this Agreement and recommend to the contracting agency, for its consideration and final determination as required or permitted by and in accordance with this Agreement and applicable law, termination of this Agreement after providing fifteen days' prior written notice to the contracting agency and

the applicable contractor that it will review the Agreement. The results of the Board's review, together with its recommendations, shall be provided to the contracting agency and any other affected party in a timely manner, provided that nothing shall be construed to limit the power of the commissioner or department head of the contracting agency to consider the recommendations of the Board, as required or permitted in accordance with applicable law. For the purpose of this provision, "for cause" means: (1) A violation of Sections 1-84, 1-86e or 4a-100 of the Connecticut General Statutes or (2) wanton or reckless disregard of any State contracting and procurement process by any person substantially involved in this Agreement or the contracting agency. (b) The contractor shall disclose to the head of the contracting agency prior to its execution of this Agreement any items of value provided to any State employees for which full payment has not been made.

Delivery

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

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

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

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

29. 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.

Tangible Personal Property

30. (a) For any contract for provision of tangible personal property to the state entered into on or after the effective date of this section, each department head, as defined in section 4-5 of the general statutes, shall enter into an agreement with the contractor pursuant to which such contractor shall agree, on its own behalf and on behalf of each affiliate, as defined in subsection (d) of this section, of such contractor, for the term of the state contract, to collect and remit to the state on behalf of its customers any use tax due to the state under the provisions of chapter 219 of the general statutes for items of tangible personal property sold by the contractor or by any of its affiliates in the same manner as if the contractor and its affiliates were engaged in the business of selling tangible personal property for use in this state and had sufficient nexus with this state to be required to collect use tax due to the state. (b) The following provisions shall apply to and be made part of any agreement entered into pursuant to subsection (a) of this section: (1) The contractor and its affiliates are not liable for use tax not paid to them by a customer; (2) A customer's payment of a use tax to the contractor or its affiliates relieves the customer of liability for the use tax; (3) The contractor and its affiliates shall remit all use taxes they collect from customers on or before the due date specified in the agreement, which may not be later than the last day of the month next succeeding the end of a calendar quarter or other tax collection period during which the tax was collected; and (4) Any contractor or affiliate who fails to remit use taxes collected on behalf of its customers by the due date specified in the agreement shall be subject to the interest and penalties provided for persons required to

STATE OF CONNECTICUT
DEPARTMENT OF ADMINISTRATIVE SERVICES
PROCUREMENT SERVICES
165 Capitol Avenue, 5th Floor South
PO Box 150414
HARTFORD, CT 06115-0414

Standard Bid and Contract Terms and Conditions - Page 3 of 4

collect sales tax under chapter 219 of the general statutes. (c) Any agreement entered into under subsection (a) of this section may provide that the contractor and its affiliates shall collect the use tax only on items that are subject to the six per cent rate of tax. (d) For purposes of this section, "affiliate" means any person, as defined in section 12-1 of the general statutes, that controls, is controlled by, or is under common control with another person. A person controls another person if the person owns, directly or indirectly, more than ten per cent of the voting securities of the other person. For purposes of this subsection, "voting security" means a security that confers upon the holder the right to vote for the election of members of the board of directors or similar governing body of the business, or that is convertible into, or entitles the holder to receive, upon its exercise, a security that confers such a right to vote. "Voting security" includes a general partnership interest. (PA 03-01 Sec.105)

Saving Clause

31. 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

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

Rights

33. 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.

34. 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.

35. 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.

36. 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.

Records, Files, and Information

37. The contract resulting from the ITB is subject to the provisions of §1-218 of the Connecticut General Statutes, as it may be modified from time to time. In accordance with this section, each contract in excess of two million five hundred thousand dollars between a public agency and a person for the performance of a governmental function shall (1) provide that the public agency is entitled to receive a copy of records and files related to the performance of the governmental function, and (2) indicate that such records and files are subject to the Freedom of Information Act and may be disclosed by the public agency pursuant to the Freedom of Information Act. No request to inspect or copy such records or files shall be valid unless the request is made to the public agency in accordance with the Freedom of Information Act. Any complaint by a person who is denied the right to inspect or copy such records or files shall be brought to the Freedom of Information Commission in accordance with the provisions of sections 1-205 and 1-206 of the Connecticut General Statutes.

38. 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.

Health Insurance Portability and Accountability Act (HIPAA)

39. Under the Health Insurance Portability and Accountability Act (HIPAA) of 1996, Bidders are expected to adhere to the same standards as the state agency/covered entity as to Protected Health Information (PHI), to maintain compliance with Title 45 CFR Part 164.504, Uses and Disclosures: Organizational Requirements, Bidder Contracts. Protected Health Information (PHI) includes information related to claims, health services, federal and state tax information, financials, criminal/court related information and other personally identifiable records. Bidder agrees that it shall be prohibited from using or disclosing the PHI provided or made available by the state agency/covered entity or viewed while on the premises for any purpose other than as expressly permitted or required by this Contract. These uses and disclosures must be within the scope of the Bidder's services provided to the state agency/covered entity. Bidders shall establish and maintain reasonable safeguards to prevent any use or disclosure of the PHI, other than as specified in this Contract or required by law. Bidder agrees that anytime PHI is provided or made available to any subcontractors or agents, Bidder must enter into a subcontract, which contains the same terms, conditions and restrictions on the use and disclosure of PHI as contained in this Contract. Bidder agrees to make available and provide a right of access to PHI by the individual for whom the information was created and disclosed. Bidder agrees to make information available as required to provide an accounting of disclosures. Bidder agrees to make its internal practices, books, and records relating to the use or disclosure of PHI received from, or created or received by Bidder on behalf of the state agency/covered entity, available to the Secretary of Health and Human Services (HHS) for purposes of determining compliance with the HHS Privacy Regulations. At termination of this Contract, Bidder agrees to return or destroy all PHI received from, or created by the state agency/covered entity. If

STANDARD BID
TERMS AND CONDITIONS
SP-19 Rev. 10/05
(Prev. Rev. 1/05)

Lynn Peccerillo
Contract Specialist

(860) 713-5255
Telephone Number

STATE OF CONNECTICUT
DEPARTMENT OF ADMINISTRATIVE SERVICES
PROCUREMENT SERVICES
165 Capitol Avenue, 5th Floor South
PO Box 150414
HARTFORD, CT 06115-0414

BID NO.: 05PSX0360

Standard Bid and Contract Terms and Conditions - Page 4 of 4

not feasible, extend the protections of this agreement to the PHI and limit further uses and disclosures. Bidder will have procedures in place for mitigating any harmful effects from the use or disclosure of PHI in a manner contrary to this Contract or the HHS Privacy Regulations. Bidder must develop and implement a system of sanctions for any employee, subcontractor or agent who violates this Contract or the HHS Privacy Regulations. The PHI shall be and remain

the resources of the state agency/covered entity. Bidder agrees that it acquires no title or rights to the information, including any de-identified information, as a result of this Contract. Bidder agrees that the state agency/covered entity has the right to immediately terminate this Contract if the state agency/covered entity determines that Bidder has violated a material term of this HIPAA Compliance Agreement above.

Insurance Clause

Contractor shall not commence work under this contract until all insurance required under this Section has been obtained, nor shall the Contractor allow any subcontractor to commence work on a subcontract until all similar insurance required of the subcontractor has been obtained.

- A) Commercial General Liability
\$1,000,000 Combined Single Limit per occurrence for bodily injury, personal injury and property damage. Coverage shall include Premises and Operations, Independent Contractors, Products and Completed Operations, Contractual Liability and Board Form Property Damage coverage. If a general aggregate is used, the general aggregate limit shall apply either separately to the project or the general aggregate limit shall be twice the occurrence amount.
- B) Automobile Liability
\$1,000,000 Combined Single Limit Automobile Liability insurance shall be maintained against claims for damages resulting from bodily injury, including wrongful death, and property damage which may arise from the operations of any owned, hired or non-owned automobiles used by or for the Contractor in any capacity in connection with carrying out this contract.
- C) Workers Compensation and Employers' Liability
Statutory coverage in compliance with the Compensation laws of the State of Connecticut. Coverage shall include Employers' Liability with minimum limits of \$100,000 each accident, \$100,000 disease-each employee, and \$500,000 disease-policy limit.
- D) Minimum Scope of Insurance
All Liability insurance policies shall be written on an "occurrence" basis only. All insurance coverage is to be placed with insurers authorized to do business in the State of Connecticut and must be placed with an insurer that has an A.M. Best's Rating of no less than A-, VII. All certificates of insurance shall be filed with the Department of Administrative Services on the standard Acord Certificate of Insurance form showing the specified insurance and limits. The State of Connecticut shall be named as an Additional Insured. The contractor's insurer shall have no right of recovery of subrogation against the State and the contractor's insurance shall be primary coverage.

STATE OF CONNECTICUT

PROCUREMENT SERVICES

CONTRACT NUMBER: 05PSX360

CUSTODIAL SERVICE SPECIFICATIONS

For Stripping and Waxing Floors and Carpet Cleaning at the Department of Motor Vehicles Emissions Tech. Center, 1625 Highland Ave., Cheshire, CT

Strip and Wax Floors: - Resilient Tile and Concrete/Hard Surface – Contractor shall strip and wax floor with an approved floor wax. The entire room or corridor shall be completed in one(1) operation, and shall be completed with the manufacturer’s recommendation. The contractor shall take the necessary precautions including the display of “wet floor” signs, to ensure that facility users are advised of wet or slippery floors.

Clean Carpets By Extraction Method - Contractor shall thoroughly clean carpet (i.e. carpeted area) using the water extraction method. Contractor shall begin the cleaning operation by removing all movable furnishings from the carpeted areas, placing the furnishings in an appropriate temporary location. All paper, gum, rubber bands, staples, paper clips and other debris shall be removed from the carpeted area. The contractor shall then use a carpet vacuum to remove all surface soil and embedded grit. All spots and stains shall be treated with an approved spot cleaning solution and a soft bristle brush. Spot cleaning should continue until as much of the spot or stain as possible has been removed. Water extraction equipment shall be operated over the entire carpeted area. All instructions provided by the manufacturer of the water extraction equipment shall be followed. After allowing sufficient drying time, the Contractor shall vacuum the carpeted area following pattern, which will give the carpet pile a uniform appearance. The contractor shall conclude the operation by replacing furnishings in their original locations.

Custodial Services – General Specifications

Description of Services

Custodial work inclusive of labor, equipment, materials and supplies to clean the facility (ies) in accordance with the tasks and schedule(s) for the performance of the contracted services.

Work and Workmanship

The Contractor shall thoroughly complete each task in a professional workmanlike manner, using quality equipment and materials that conform to all current Federal, State and Local regulations.

It is the responsibility of the Contractor to maintain facilities that conform to AAPA Custodial Level 2 specifications. Facilities that are uniformly clean, hygienic and pleasing to the eye (Exhibit A).

The Contractor shall provide the labor, materials and equipment necessary for cleaning and maintenance, except as otherwise specified within this agreement. Services shall be performed at the highest standards and not at a lesser frequency than specified in this agreement.

All services provided, and materials used shall be in accordance with acceptable industry standards. Products used shall be environmentally safe bearing the “green seal”, used in accordance with the manufacturer’s stated directions and be subject to review and approval of the State’s designated representative. The contractor shall provide Material Safety Data Sheets (MSDS) for all products to the State’s designee.

The Contractor shall designate or assign a representative(s) to act on behalf of the Contractor, if other than the Contractor himself, on all matters affecting the services included in this agreement. The State’s designated representative must be notified in writing within five (5) business days of any change.

Damage to State Property

The Contractor shall be responsible for ensuring that all reasonable precautions are taken to protect buildings, furnishings, fixtures, equipment, computers, telephones, copy machines, flooring, window coverings, fax/scanners, telecommunications and electrical equipment and cables and all other physical objects in facilities being cleaned. Contractor shall report all damages within one (1) business day of discovery. Upon review by the State’s designee of the cause and result, Contractor shall pay the State for said damage.

Consumable Materials and Supplies

Custodial Services – General Specifications

The Contractor shall as part of the pricing include the cost of furnishing all supplies as part of the services provided at no additional cost to the State and pricing without. Supplies/consumables include but may not be limited to trash receptacle liners, sanitary napkins, paper towels, toilet paper, hand soap. Consumables shall meet EPP requirements for 100% post consumer waste content (e.g. toilet paper, paper towels). Materials for cleaning purposes including but not limited to, wax, floor stripper, roll paper towels, germicidal cleaner, furniture cleaner and polish, carpet shampoo, etc. should meet EPP guidelines.

No supplies shall be used that are designated harmful to persons, the facility or the environment. The Contractor shall provide with his bid a listing of all supplies required to perform the services. The list shall include the manufacturer's brand names and estimated quantities required to perform the services. **Failure to provide this information may be considered as non- responsive and result in disqualification.**

Contractor must provide product brochures and MSDS within ten (10) business days after contract award date.

Cleaning Equipment

All cleaning equipment including power drive floor scrubbing machines, back pack vacuum, high dusting equipment, waxing and polishing machines, industrial floor and upholstery vacuum cleaners and any other equipment needed to perform the services of this agreement shall be furnished by Contractor. Such equipment shall be the size and type customarily used in work of this kind and no equipment shall be used which is harmful to the facility or it's contents. Refer to the list of approved HEPA approved vacuum cleaners (Exhibit B).

The Contractor shall provide with his bid a listing of all equipment used in performing this work. The listing shall include the manufacturer, model/make and amount of equipment available for this work. **Failure to provide this information may be considered as non- responsive and result in disqualification.**

Use of State Property

The Contractor shall not use State facilities, property or equipment. Use of telephones shall be for emergency use only.

OSHA Guideline Compliance

MSDS, Contractor shall furnish to the State's designee copies of the MSDS for all products used, prior to commencing service in any facility.

Custodial Services – General Specifications

- MSDS must be updated annually and submitted to the State's designee. Any and all cleaning product changes and their MSDS must be submitted to the State's designee for approval **prior** to utilization.
- MSDS information must be in compliance with OSHA Regulation 1910.1200 paragraph g.
- Contractor shall comply with OSHA Regulation 1919.1200 paragraph f, concerning the labeling of all chemical containers.
- Contractor shall use caution signs as required by OSHA Regulation 1910.144 and 1910.145.
- Contractor shall comply with OSHA Standard 29CFR1910.1039 Blood Borne Pathogens as it pertains to the training, safety and equipment needed for all employees who are engaged in custodial service.
- Contractor shall provide proof of compliance with OSHA Regulation 1920.1200
- Hazard Communication to the State's designee within ten (10) business after contract award.
- Failure of the Contractor to comply with all applicable laws and regulations shall permit the State to terminate this contract without liability.

Labeling of Chemicals and Supplies

Contractor shall purchase and issue all chemicals in their original containers. Chemicals/supplies that require precautionary warnings shall have those warnings affixed to all containers as prescribed by law, regulation or ordinance. Labeling of containers of hazardous, toxic substances or waste must be in compliance with all Federal, State and Local laws, regulations and rules. Contractor shall only use germicidal disinfectants that bear an EPA Registration Number.

Schedules and Days of Operation

Working hours (start/stop) will be defined within the "Facility Specific Requirements". Contractor shall within ten (10) business days after contract award provide the State's designee a work schedule for review and approval. The work schedule shall be based on a twelve (12) month period, identifying and delineating the time frames for the required work (e.g. weekly, monthly semi-annual and annual tasks) by the day of the week, the week and month.

Contractor shall submit revised schedules when actual performance differs substantially from plan. Revisions shall be submitted five (5) business days in advance to the State's designee for review and approval. The State reserves the right to change schedules to meet its requirements.

Custodial Services – General Specifications

Contractor Employees - Supervisors

Contractor shall provide the necessary on-site supervision. Contractor's supervisors shall be literate and conversed in the English language because of the necessity to read chemical labels, job instructions and signs as well as the need for conversing with Agency personnel. Contractor's supervisors shall also be capable of communicating with all Contractors' employees in the event they do not speak English. Contractor shall provide documentation that the supervisor has the necessary skills and is paid at a higher rate than the custodians. The supervisor is required to be on-site during the entire shift, can devote a maximum of three (3) hours per shift on housekeeping tasks. Contractor will be required to assign additional supervisory oversight as required to correct performance non-conformances.

In the event of the regularly assigned supervisor's absence, Contractor shall provide a substitute of equal or greater skill level. Contractor shall provide the name, title and cell phone number of the supervisor(s).

Contractor Employees

All facilities shall be fully staffed commencing with day one (1) of this contract. All personnel shall receive close and continuing first line supervision by the Contractor. Custodians employed by the Contractor for this contract, shall be fully trained and skilled in safe and proper housekeeping techniques. Contractor **as part of their bid** is to provide documentation, which will demonstrate that adequate training has been performed. **Failure to provide this documentation may result in disqualification.** The use of custodians who are not adequately trained may be sufficient grounds for termination of the contract.

Contractor shall obtain criminal background checks on all personnel utilized for this contract at the commencement of the contract and upon employment of replacement personnel. Contractor shall inform the State's designee by certified mail, within five- (5) business day of obtaining this information.

Contractor shall provide the State's designee with a current list of **all** personnel who will be utilized at the facility (ies) at the commencement date of the contract. Each of these employees shall be adequately trained and have had a criminal background check. Employees who have not had a criminal background check shall not be utilized.

If Contractor uses an employee who is not on the "list", the State's designee may order that person(s) off the property and deduct the cost of a full working shift of

Custodial Services – General Specifications

associated labor from the monthly invoice. Repeated use of employees who are not on the list may be sufficient grounds for termination of the contract.

All Contractors' employees shall wear uniforms that bear the company/logo and shall not be exceptionally dirty, stained or torn.

Contractor shall provide identification badges for all employees. The badges will have the company name/logo, employee's photograph, name and signature. The badges shall be worn at all times within the facility (ies).

The State's designee will control facility access. Contractor's employees are responsible to secure the facility (ies) at all times.

Tasks

Contractor is responsible to provide fully trained and qualified personnel. Contractor's performance will be monitored/audited by the State's designee at each facility to detect poor performance and non-compliance conditions. Contractor shall provide the State's designee free and easy access to inspect and measure the manner and progress of the work at all times and to inspect the types, and quantities of equipment, chemicals, supplies and any other material(s) used in the performance of the work.

It is the Contractor's executive, management and supervisory staff's responsibility to oversee the operations and activities of its staff throughout the range of its tasks/activities, and does not delay ignore or otherwise limit its contractual responsibilities.

It is the responsibility of the Contractor to inspect and identify any condition(s) that renders any portion of the facility unsafe as well as any unsafe practices occurring thereon. The State's designee shall be immediately notified of any unsafe condition.

The Contractor's supervisor (crew leader), custodial staff and management staff shall be fully versed in the contract and it's cleaning/maintenance schedule/specifications. It is the Contractor's responsibility to develop and provide and outline of the task requirements to each work crew. If any task cannot be thoroughly completed within the contract cleaning schedule time line, the State's designee shall be immediately notified.

Resilient Tile and Concrete/Hard Surface – Daily tasks begin by sweeping floor with a treated dust mop to remove all dirt, dust, trash particles and other debris. Contractor shall utilize a synthetic mildly abrasive pad (or equivalent) to remove all scuff marks, scars, streaks, spills, stains, gum, tar and other foreign substances. A putty scraper with a metal blade of 1.5 to 2 inches may be used to remove gum like substances. Contractor shall then wet mop the floor. When wet

Custodial Services – General Specifications

mopping, the Contractor shall ensure that the floors, walls, baseboards, corners, thresholds and adjacent surfaces are free of dirt, dust, marks, scars streaks, spills, stains, gum, tar and other foreign substances, including those resulting from the splashing of the cleaning solution. The Contractor shall ensure that all cleaning solutions have been mixed according to the manufacturer's directions and are appropriate for the floor surface. The Contractor shall take the necessary precautions including the display of "wet floor" signs, to ensure that facility users are advised of wet or slippery floors.

Wood/Wood Parquet Floors - Daily tasks begin by removing any and all spills, standing water, or moisture by using a wet/dry vacuum or dry mop. The Contractor shall then sweep the floor utilizing a properly treated dust mop to remove dirt, dust trash, particles and other debris, ensuring that no oily film exists after completion. During the cleaning operation Contractor will inspect the flooring to ensure that there are no loose or raised areas. If such areas are found the Contractor shall immediately notify the State's designee. Contractor shall remove all scuff marks, scars, streaks, spills, stains, gum, tar and other foreign substances using an approved solution using an approved fine pad and soft cloth; extensive areas can be addressed by using an approved fine pad and a high speed floor machine. The Contractor shall take the necessary precautions including the display of "wet floor" signs, to ensure that facility users are advised of wet or slippery floors. Upon completion of the cleaning operation, the Contractor shall ensure that no area is more slippery than another and conversely that no area has more drag than another.

Interlocking Floor Mats - Daily tasks begin by vacuuming the mat thoroughly. Wet mop with germicidal cleaner using a well wrung mop to prevent moisture from permeating the interlocking tiles.

Buffing Floors: Resilient Tile and Concrete/Hard Surface – Contractor shall damp mop, then spray buff floor with an approved floor wax and high speed polisher with an abrasive pad. The operation shall take place after the daily operational tasks has been completed. Excessive wax build-up shall not be present on floor, corners or baseboards. The Contractor shall take the necessary precautions including the display of "wet floor" signs, to ensure that facility users are advised of wet or slippery floors.

Buffing Floors: Wood/Wood Parquet - Contractor shall damp mop floor with approved neutral base cleaner and cool water, ensuring that the mop is damp and not overly wet. This operation shall take place after the daily operational tasks has been completed. The Contractor shall take the necessary precautions including the display of "wet floor" signs, to ensure that facility users are advised of wet or slippery floors.

Strip and Wax Floors: - Resilient Tile and Concrete/Hard Surface – Contractor shall strip and wax floor with an approved floor wax. The entire room or corridor

Custodial Services – General Specifications

shall be completed in one (1) operation, and shall be completed with the manufacturer's recommendation. The Contractor shall take the necessary precautions including the display of "wet floor" signs, to ensure that facility users are advised of wet or slippery floors.

Strip and Wax Floors: - Wood/Wood Parquet Contractor shall strip and wax floor with an approved floor wax. The entire room or corridor shall be completed in one (1) operation, and shall be completed with the manufacturer's recommendation. The contractor shall screen/scrub floor until the entire floor area is uniformly dull, ensuring that the screen or floor pad is not so abrasive that it is removing more than the existing floor finish. The entire area shall be vacuumed to remove finish dust. A clean untreated dust mop or tack cloths shall be used to remove any remaining dust. After the entire area is uniformly dull and clean, Contractor shall use a lamb's wool applicator to apply two (2) coats of an approved water base finish, allowing for sufficient drying time between coats. Contractor will take the necessary precautions to secure the area to allow for sufficient drying and curing time.

Clean Carpets and Floor Mats: - Daily tasks begin by removing all paper, gum, rubber bands, staples, paper clips and other debris from the carpet. The Contractor shall then use a carpet vacuum to remove surface soil and embedded grit from all areas accessible to the carpet vacuum. Chairs and trash receptacles shall be moved to vacuum underneath, and then replaced in their original positions. The beater bars or brush of the vacuum shall be adjusted to correspond to the pile height of the carpet. A tank vacuum with a crevice tool and brush attachment shall be used to clean all areas, which are inaccessible to the carpet vacuum. The contractor shall also spot clean the carpet to remove all spots, stains, gum, tar and other foreign substances. When spot cleaning the carpet, the Contractor will use a spray foam product and a soft bristle brush to agitate the area; any dampness shall be removed by blotting the area with a clean soft cloth. The State's designee shall be notified if the spot cleaning effort is not effective.

Clean Carpets By Extraction Method: - Contractor shall thoroughly clean carpet (i.e. carpeted area) using the water extraction method. Contractor shall begin the cleaning operation by removing all movable furnishings from the carpeted areas, placing the furnishings in an appropriate temporary location. All paper, gum, rubber bands staples, paper clips and other debris shall be removed from the carpeted area. The contractor shall then use a carpet vacuum to remove all surface soil and embedded grit. All spots and stains shall be treated with an approved spot cleaning solution and a soft bristle brush. Spot cleaning should continue until as much of the spot or stain as possible has been removed. Water extraction equipment shall be operated over the entire carpeted area. All instructions provided by the manufacturer of the water extraction equipment shall be followed. After allowing sufficient drying time, the Contractor shall vacuum the carpeted area following a pattern, which will give the carpet pile a uniform

Custodial Services – General Specifications

appearance. The contractor shall conclude the operation by replacing furnishings in their original locations.

Clean Walls, Wall Cabinets & Partitions: - The Contractor shall spot clean walls, including light switches, wall cabinets, and partitions to remove dirt, cob webs, mold, graffiti, grease, marks, stains, smears, mold and other foreign substances. The Contractor shall ensure that the walls, wall cabinets, and partitions are uniformly clean, and that there are no smudge spots on the wall overlaps, and that water/cleaning fluids are not spilled on the floor or adjacent areas.

Clean Glass Doors and Door Frames: - The Contractor shall spot clean doors, including door glass and handles and door frames to remove all dirt, cob webs, mold, graffiti, grease, marks, stains, smears, mold and other foreign substances. The Contractor shall ensure that water/cleaning fluids are not spilled on the floor or adjacent areas.

Clean Radiators: - the Contractor shall remove radiator cover (where applicable), brush and clean by wiping down with an approved cleaner. Where appropriate, while covers are removed, the surrounding floor area shall be stripped and waxed.

Clean Ceiling Vents: - The Contractor shall dust and spot clean the ceiling vents and light fixtures to remove all dirt, particles, and cobwebs. The Contractor shall notify the States designee of burned out light bulbs and loose or damaged ceiling tiles.

Clean Furnishings: - The contractor shall spot clean all furnishings (i.e. furniture) such as desks, chairs, cabinets, display cabinets, counters, tables and other furnishings, including legs and bases as is appropriate to type. Furnishings shall be free from dust, particles lint, litter, stains smudges, fingerprints, gum, tar, grease, marks and foreign substances. Items on top of furnishings shall not be disturbed during the cleaning procedure. For wood, The Contractor shall use a clean cloth and an approved polish to clean surfaces. Wood furnishings shall not have an oily film when the surface is rubbed lightly with fingertips. For hard surfaces other than wood, the Contractor shall use a clean sponge, clean cloth and spray bottle of neutral detergent or glass cleaner to clean washable surface. Glass cleaner shall be used on all glass surfaces. After cleaning these surfaces shall have a clean, uniform appearance, free from streaks, spots and other evidence of removable soil. Vinyl; the Contractor shall use a clean sponge, clean cloth and appropriate cleaner, re-wipe with a clean damp cloth and dry the a clean cloth. Cloth; the Contractor shall use a lightly treated dust cloth, tank vacuum with dusting attachment, or a combination thereof to clean surfaces. When spot cleaning cloth furnishings the Contractor shall use a foam spray approved product and a sponge to agitate the soiled area; any dampness shall be removed by blotting the area with a clean dry soft cloth. The Contractor shall notify the State's designee if the spot cleaning effort is not effective.

Custodial Services – General Specifications

Dust Clocks, Lamps, Telephones, TV's and Other Equipment: - The contractor shall dust/polish, with a clean treated dust cloth the exterior surfaces of all Clocks, Lamps, Telephones, TV's and Other Equipment which shall be free of dust dirt, smudges and fingerprints.

Dust Ledges, Shelves and Other High Surfaces: - The Contractor shall dust, with a clean treated dust cloth, ledges, windowsills air conditioner tops, shelves and other high surfaces. These items shall be free of dust, dirt cobwebs and other foreign substances.

Clean Microwaves & Refrigerators: - The Contractor shall thoroughly clean the exterior surfaces of microwaves and refrigerators using an approved cleaner with a clean cloth to remove all dust, dirt, grease, fingerprints, stains, streaks and food particles.

Empty and Clean Trash Receptacles: - The Contractor shall empty all trash receptacles. Liners shall be replaced daily. All trash must be bagged before it is placed in the dumpster. The interiors and exteriors of trash receptacles will be free of trash, liquids, gum, grease, and other foreign substances. Those trash receptacles, which are found to contain liquids or other substances, which could cause odors, shall be washed out and dried before new liners are installed. The Contractor shall place the removed trash into the dumpster/container located in the appropriate location. No trash should be placed on the ground or on top of the trash container.

Clean Windows, Window Sills & Blinds: - The Contractor shall dust and spot clean all window frames, below six (6) feet so that they are free of dust, dirt, grime, streaks, graffiti and other foreign substances. The Contractor shall spot clean windows to remove all smudges, fingerprints, marks, streaks, graffiti or foreign substances found on interior windows.

Clean Entrance Glass: - Where appropriate, Contractor shall clean the interior and exterior sides of the entrance glass, entrance door(s) and adjacent window(s). The surfaces shall be completely cleaned and dried and shall present a uniform appearance free of all smudges, fingerprints, marks, streaks, graffiti or foreign substances.

Clean Stairs and Stairways: - The Contractor shall clean stairs and stairways, including landings, in accordance with the specifications for Clean Floors: resilient tile & concrete and Walls, Wall Cabinets & Partitions. The contractor shall also spot clean handrails, using a clean cloth and or a clean sponge with an approved cleaning solution, to remove all dust, dirt, cobwebs, grease, oily film, fingerprints, stains, soils, and other foreign substances.

Custodial Services – General Specifications

Clean Drinking Fountains: - The Contractor shall use an approved germicidal disinfectant, applied from a spray bottle, a clean sponge, small brush or mildly abrasive pad to remove all hard water deposits, obvious soil, streaks, smudges and foreign substances from the drinking fountain and entire fixture/cabinet.

Clean Restrooms:

- Sinks, Toilets, Urinals, Exposed Plumbing – Contractor shall use a germicidal detergent, a clean sponge, abrasive pad, toilet bowl mop, clean cloth and cleanser to completely clean and disinfect all exposed surfaces of sinks, toilets, urinals and exposed plumbing. The cleaning shall include the drying and polishing of all exposed hardware. The interior of the toilets, toilet seats and urinals shall be scoured using a bowl mop. After the interior has been scoured, the fixture shall be flushed and the water level followed down with a circular motion of the bowl mop to remove stains and chemical rings. After cleaning the fixtures shall present a clean, bright, shiny appearance. Fixtures shall be free of all visible soil, scales, blood, feces, rust stains, scum, streaks, oily smudges, mineral deposits, and other foreign substances. All metal hardware such as flush valves, faucet valves and faucets shall be wiped dry and be free of streaks, spots, stains, etc. Toilet seats will be maintained in a safe condition. Inoperable or broken fixtures shall be immediately reported to the State's designee.
- Clear Sink, Urinal and Toilet Stoppages – The Contractor shall attempt to clear toilet and sink stoppages by use of a plunger or similar device. If the attempt to clear the stoppage(s) has failed the Contractor shall post an "Out of Order" sign on the sink, urinal or toilet stall door, and shall report the stoppage(s) to the State's designee. Where main sewer stoppages occur, the Contractor shall secure/lock the rest room, post an "Out of Order" sign on the rest room door and immediately notify the State's designee.
- Clean Walls, Partitions, Door Frames and Door Handles – The Contractor shall spot clean walls, partitions (including the interior of toilet stalls and doors), door frames, and door handles to remove all dirt, cob webs, graffiti, grease, marks, blood, feces, stains, smears, mold and other foreign substances. The contractor shall ensure that water/cleaning fluids are not spilled onto floors or adjacent areas.
- Clean and Disinfect Rest Room Floors – The Contractor shall begin the cleaning and disinfecting operation by sweeping floor with a treated dust mop or broom to remove all dirt, dust, trash, particles and other debris. The Contractor shall begin by removing all feces, blood and vomit and then thoroughly wet the entire floor utilizing a wet mop, mop bucket and wringer and a germicidal disinfectant solution. The solution must be allowed to remain on the floor for three (3) or four (4) minutes and then shall be agitated using a scrub brush or an abrasive pad. The cleaning solution shall be removed using a well-wrung mop or it may be squeegeed to the floor drain (where applicable). After being mopped the floor shall have a uniform appearance with no streaks, film, swirl marks detergent

Custodial Services – General Specifications

residue, mop strings. Grout should be free of mold or other evidence of soil. The Contractor shall ensure that there are no splash marks, or mop streaks left on fixtures, walls baseboards, trash receptacles, etc.

- **Empty and Clean Trash Receptacles** – The Contractor shall empty all trash receptacles. Liners shall be replaced daily. The interiors and exteriors of trash receptacles
- **Clean Showers** - Contractor shall use a germicidal detergent, a clean sponge, abrasive pad, clean cloth and cleanser to completely clean and disinfect all exposed surfaces and exposed plumbing. The cleaning shall include the drying and polishing of all exposed hardware. After cleaning the fixtures shall present a clean, bright, shiny appearance. Fixtures shall be free of all visible soil, scales, blood, feces, rust stains, scum, streaks, oily smudges, mineral deposits, and other foreign substances. All metal hardware such as faucets shall be wiped dry and be free of streaks, spots, stains, etc. Showerheads will be operational and mildew free. Inoperable or broken fixtures shall be immediately reported to the State's designee.
- **Clean Locker Room Floors** - The Contractor shall begin the cleaning and disinfecting operation by sweeping floor with a treated dust mop or broom to remove all dirt, dust, trash, particles and other debris. The Contractor shall begin by removing all feces, blood and vomit and then thoroughly wet the entire floor utilizing a wet mop, mop bucket and wringer and a germicidal disinfectant solution. The solution must be allowed to remain on the floor for three (3) or four (4) minutes and then shall be agitated using a scrub brush or an abrasive pad. The cleaning solution shall be removed using a well-wrung mop or it may be squeegeed to the floor drain (where applicable). After being mopped the floor shall have a uniform appearance with no streaks, film, swirl marks detergent residue, mop strings. Grout should be free of mold or other evidence of soil. The Contractor shall ensure that there are no splash marks, or mop streaks left on fixtures, walls baseboards, trash receptacles, etc.
- **Clean Mirrors**: - The Contractor shall remove all soil, streaks, smudges, film and foreign substances from the mirror surface and frame using an approved glass cleaner in a spray bottle and a clean cloth. Mirror surface shall be polished with a clean dry cloth so that it presents a uniform, clean appearance. Adjacent shelves shall be cleaned in the same manner.
- **Fill and Clean Paper Dispensers**: - The Contractor shall refill all paper towel, toilet tissue, sanitary napkin and other paper dispensers to the proper fill level. The contractor shall also wipe clean the dispensers and adjacent surfaces with a germicidal detergent to remove all soil, marks, smudges, smears and other foreign substances. The Contractor shall report inoperative dispensers to the State's designee.
- **Fill and Clean Soap Dispensers**: - The Contractor shall refill all soap dispensers to their proper fill level, in accordance with the manufacturer's instructions. The Contractor shall also wipe clean the dispensers and adjacent surfaces and floors, removing any spills created during the refilling process or usage process. The Contractor shall check all

Custodial Services – General Specifications

dispensers for proper operation and shall report inoperative dispensers to the State's designee.

- Restroom Floors – Periodic: - Strip and Seal - The Contractor shall strip and seal floors, with an approved sealer. No wax shall be applied. The floor shall be free of dirt, dust mold, streaks, marks, stains, cleaning solution residue, watermarks, cleaning equipment marks, splashing, dissolved/finished particles and other foreign substances. Walls, baseboards, and other surfaces shall be clean and free of watermarks, cleaning equipment marks and splashing. The Contractor shall ensure that baseboards, tile, fixtures and other equipment is not damaged, disfigured or impaired. The Contractor shall take the necessary precautions, including the display of “wet floor” signs to ensure that facility users are advised of wet/slippery floors.
-
- Clean Ceiling Vents and Light fixtures – Periodic: - The Contractor shall thoroughly clean, using a germicidal disinfectant and clean sponge or clean cloth, the ceiling vent and light fixtures to remove all dirt, grease, particles, cob webs, and other foreign substances. The Contractor shall not use a hose or other methods to accomplish this task.
- Clean Exterior – Remove Litter: - The Contractor shall collect and remove all litter and debris around the entryway(s). Litter/debris shall be placed into the appropriate exterior dumpster. No trash/litter/debris shall be left on the ground surrounding or on top of the container. The container shall be closed/locked at all times.
- Clean Exterior – Sweep Entryways, Walkways and Stairs: - The Contractor shall sweep the entryways, walkways and stairs to remove all dirt, debris and litter. The Contractor shall ensure that sweeping operations do not pose a hazard to users of the facility.
- Clean Exterior – Handrails: - The Contractor shall spot clean handrails, using a clean sponge or clean cloth and an approved cleaning solution to remove all dust dirt, cob webs, grease, oily film, fingerprints, stains, soils and other foreign substances.
- Clean Exterior – Trash Receptacles: - The Contractor shall empty all exterior trash receptacles and replace liners. The interiors and exteriors of trash receptacles shall be free of trash, liquids, gum, grease and other foreign substances. Those trash receptacles, which are found to contain liquids or other substances, which could be the cause of odors, shall be washed out and dried before new liners are installed. The Contractor shall place the trash into the exterior dumpster/container located in the exterior

Custodial Services – General Specifications

trash enclosure. No trash will be left on the ground surrounding or on top of the container.

- Clean Exterior – Wash Entryways: - The Contractor shall hose down and scrub with a stiff broom or brush, the entryways and the adjacent walkways to within 25 feet of the entryway. Entryways and adjacent walkways shall be free of dirt, soil, stains, litter, debris bird droppings and other foreign substances. All work shall be completed in one operation. Yellow caution tape shall be strategically placed around the perimeter of the work site and “wet floor” or “caution” signs shall be utilized to ensure that facility users are advised of wet/slippery conditions.
- Custodial/Janitorial Closets: - Contractor shall maintain custodial/janitorial closets in a clean and orderly manner. Closets shall be locked/secured at all times.
- Clean Cigarette Receptacles: - Contractor shall empty, clean and refill sand (where applicable) cigarette receptacles and police/sweep area to remove all butts.
- Emergency Custodial Services: - Emergency services may include but are not limited to cleaning spills, leaks, sicknesses, animal wastes, breakages, etc. In the event that the emergency event is of such magnitude that the regularly scheduled tasks cannot be accomplished, the State’s designee must be informed.

Custodial Services – Operational Specifications

Workmanship: - The Contractor shall, through the proper training of employees, experience, innovation, technology, manufacturer's recommendations, or other means, perform the required cleaning and related services at a level, which conforms to the AAPA "Custodial Level 2 Specifications" (exhibit A). These quality requirements represent the State's needs with regard to the custodial services at the specified location(s).

Performance: - Satisfactory performance at the AAPA Level 2 will be based on the State's evaluation of results achieved. The evaluation process will be based on three (3) components; tenant satisfaction, inspection by the State's designee and customer surveys. The Department of Administrative Services (DAS) or its authorized representative will have the final determination in all evaluations, protests and arbitrations.

- Tenant satisfaction shall be deemed acceptable in the absence of documentation to the contrary. Documentation will be in the form of the DAS Customer Feedback process. DAS Customer Feedback documents for reporting non-conformances are located on the DAS web site (www.das.ct.us ; e-procurement; customer feedback; agency vendor alert (exhibit B) or vendor performance; (exhibit C).
- Inspection by the State's designee will occur on a periodic schedule determined by the State's designee but not less than once per three (3) month period. The State's designee should prepare and file a DAS "Vendor Performance Report" at least semi-annually to document the Contractor's performance.
- Customer Surveys will be distributed by the Contractor's Supervisor (Crew Leader) at the rate of one (1) per shift. Completed surveys shall be returned to the State's Designee for review/evaluation/action/retention (Exhibit D).

Non-Conformance Process: - Contractor non-conformances will be based on a specific incident. Each specific incident will be addressed as follows:

- The first incident of a **specific** requirement within an evaluation period will produce a verbal discussion between the Contractor and the State's designee. Corrective action by the Contractor will be completed within 24 hours or within a mutually agreed (between the Contractor and the State's designee) time period. The State's designee will document the conversation by preparing and filing a DAS "Agency Vendor Alert" report form.
- The second incident of the **same specific** requirement within **the same evaluation period** will result in a discussion with the State's designee. The State's designee will review the non-conformance with the Contractor and file a DAS "Vendor Performance Report". The Contractor shall be assessed a \$100.00 penalty by the State's designee.

Custodial Services – Operational Specifications

- The third incident of the **same specific** requirement **within the same evaluation period** will result in a discussion with the State's designee. The State's designee will review the non-conformance with the Contractor and file a DAS "Vendor Performance Report". The Contractor shall be assessed a \$150.00 penalty by the State's designee.
- The fourth incident of the **same specific** requirement **within the same evaluation period** will result in a "face to face" discussion with the State's designee who will document the discussion, file a DAS "Vendor Performance Report" and request DAS to review all documented DAS performance reports then initiate a formal performance evaluation with the Contractor. An unsatisfactory outcome of this evaluation may result in termination of the contract.

For the purposes of this agreement an "evaluation period" is defined as three (3) consecutive months. Specific incidents from one evaluation period may not extend into another evaluation period. After two (2) consecutive evaluation periods the State may review the results of the Contractor's performance and may, at the State's option revise the length of the evaluation.

All payments of penalties must be endorsed and directed to the "Treasurer of the State of Connecticut", 55 Elm Street, Hartford CT 06106. The Contractor shall pay the penalty (ies) within thirty (30) days of assessment and shall provide the State's designee with a copy of the endorsed check.

Failure of the Contractor to comply with this process may result in termination of the contract.

To track requests and non-conformances, a sample "Custodial Services Log" (Exhibit E) is included.

Exhibit A

APPA CUSTODIAL SERVICE LEVELS

Level 1 - Orderly Spotlessness

Level 1 establishes cleaning at the highest level. It was developed for the corporate suite, the donated building, or the historical focal point. This is show-quality cleaning for that prime facility.

- Floors and base moldings shine and/or are bright and clean; colors are fresh. There is no buildup in corners or along walls.
- All vertical and horizontal surfaces have a freshly cleaned or polished appearance and have no accumulation of dust, dirt, marks, streaks, smudges, or fingerprints.
- Washroom and shower tile and fixtures gleam and are odor-free. Supplies are adequate.
- Trash containers and pencil sharpeners are empty, clean, and odor-free.

Level 2 - Ordinary Tidiness

Level 2 is the base upon which this study is established. This is the level at which cleaning should be maintained. Lower levels for washrooms, changing/locker rooms, and similar type facilities are not acceptable.

- Floors and base moldings shine and/or are bright and clean. There is no buildup in corners or along walls, but there can be up to two days worth of dirt, dust, stains, or streaks.
- All vertical and horizontal surfaces are clean, but marks, dust, smudges, and fingerprints are noticeable with close observation.
- Washroom and shower tile and fixtures gleam and are odor-free. Supplies are adequate.
- Trash containers and pencil sharpeners are empty, clean, and odor-free.

Level 3 - Casual Inattention

This level reflects the first budget cut, or some other staffing-related problem. It is a lowering of normal expectations. While not totally acceptable, it has yet to reach an unacceptable level of cleanliness.

- Floors are swept clean, but upon close observation dust, dirt, and stains, as well as a buildup of dirt, dust, and/or floor finish in corners and along walls, can be seen.
- There are dull spots and/or matted carpet in walking lanes, and streaks and splashes on base molding.
- All vertical and horizontal surfaces have obvious dust, dirt, marks, smudges, and fingerprints.
- Lamps all work and all fixtures are clean.
- Trash containers and pencil sharpeners are empty, clean, and odor-free.

Level 4 - Moderate Dinginess

Level 4 reflects the second budget cut, or some other significant staffing-related problem. Areas are becoming unacceptable. People beginning to accept an environment lacking normal cleanliness. In fact, the facility begins to constantly look like it requires a good "spring cleaning."

- Floors are swept clean, but are dull. Colors are dingy, and there is an obvious buildup of dust, dirt, and/or floor finish in corners and along walls. Molding is dull and contains streaks and splashes.
- All vertical and horizontal surfaces have conspicuous dust, dirt, smudges, fingerprints, and marks that will be difficult to remove.

- Less than 5% of lamps are burned out, and fixtures are dingy.
- Trash containers and pencil sharpeners have old trash and shavings. They are stained and marked. Trash cans smell sour.

Level 5 - Unkempt Neglect

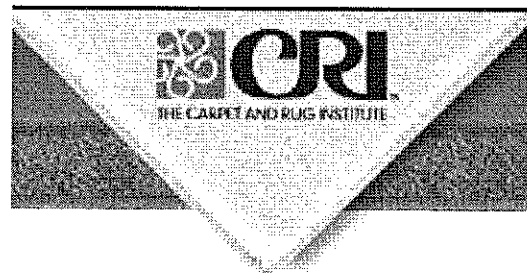
This is the final and lowest level. The trucking industry would call this "just-in-time cleaning." The facility is always dirty, with cleaning accomplished at an unacceptable level.

- Floors and carpets are dirty and have visible wear and/or pitting. Colors are faded and dingy, and there is a conspicuous buildup of dirt, dust, and/or floor finish in corners and along walls. Base molding is dirty, stained, and streaked. Gum, stains, dirt, dust balls, and trash are broadcast.
- All vertical and horizontal surfaces have major accumulations of dust, dirt, smudges, and fingerprints, as well as damage. It is evident that no maintenance or cleaning is done on these surfaces.
- More than 5% of lamps are burned out, and fixtures are dirty with dust balls and flies.
- Trash containers and pencil sharpeners overflow. They are stained and marked. Trash containers smell sour.

Exhibit B

Visit the Carpet & Rug Institute (<http://www.carpet-rug.com/>) to review the approved list of “Green Label” vacuum cleaners. Use “ Searchable List of Green Label Approved Vacuums” selection box to locate specific manufacturers and models. Illustration on screen shots attached.

SELECTING CARPET AND RUGS CARE AND CLEANING INSTALLATION SEAL OF APPROVAL INDOOR AIR QUALITY
 NEWS ROOM TECHNICAL INFORMATION CARPET INDUSTRY FACTS CRI AND ITS MEMBER COMPANIES RESEARCH



powered by Google™ enter keyword(s) here

Consumer Resources Professional Resources Initiatives and Affiliations

CRI: THE SCIENCE-BASED SOURCE FOR THE FACTS ON CARPET AND RUGS

Making the right decisions starts with having the facts. Our job at CRI is to go beneath the surface and prove how our environment for living, working, learning and healing is better — thanks to carpet and rugs.

**More Carpet/Flooring Research
 More About CRI and its Mission
 Contact Us**

News Room

August 1, 2005 Carpet Industry Expands Green Label Plus Program By Setting Higher Indoor Air Quality Standards for Adhesives

August 1, 2005 - CRI announced today that adhesives have been added to its Green Label Plus Indoor Air Quality Testing Program. The Green Label Plus certification exceeds California's standards for low chemical emitting products used in commercial and educational facilities...



Selecting the Right Carpets and Rugs
 Key considerations in deciding which kind of carpet is best for you

Spot Solver
 Straight-forward suggestions for spills, smears and stains.

Care and Cleaning
 From basic vacuuming to selecting a carpet cleaning professional to suggested cleaning methods



Green Label Approved Vacuum Cleaners
 Look for the CRI indoor air quality label on approved machine packaging and merchandising displays

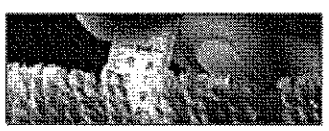
Factors that Affect Indoor Air Quality (IAQ)
 Carpet has been found to act

Newsline
 View the collections of CRI's newsletter for industry executives or subscribe to receive Newsline by email

Calendar of Events
 Check those dayplanners — we have got some exciting plans for 2005!



Carpet and the Environment
 Indoor air quality and over-burdening landfill space are of particular significance to today's industry leaders



Industry Statistics
 A closer look at style, pricing and shipping trends

Industry Standards for Installation
 Standard For Installation



Seal of Approval Testing Program for Carpet Cleaning Products
 This program is designed to recognize superior carpet cleaning products for the consumer and the cleaning professional



Indoor Air Quality Testing Programs for New Carpet, Floor Covering Adhesives, and Carpet Cushion
 These "Green Label" programs recognize manufacturers whose products improve indoor air quality





Green Label Vacuums: Cleaner Carpet, Cleaner Air

[Printer Friendly Format](#)

Certifying Better Vacuums to Clean Your Carpet — and Protect Indoor Air Quality (IAQ)

High performance vacuum cleaners have a significant impact on improved indoor air quality (IAQ). At the same time, vacuums that effectively remove and contain soil while keeping the carpet looking good will help carpets last longer. So, ultimately, better performing vacuums provide a greater return on your investment and ensure a healthier indoor environment.

Recognizing the need to identify superior cleaning equipment, CRI introduced its Green Label Testing Program for vacuum cleaners in 2000. This program tests two general categories of vacuums: a) general purpose vacuums approved for use on all conventional carpet styles; and b) vacuums specifically approved for use on carpet with a low pile, or surface texture, measuring approximately 1/4 inch or less.

To qualify for the Green Label, these vacuums must go through a stringent testing process that measures three key performance factors:

- **Soil Removal** — The vacuum must remove a set quantity of soil from carpet in four passes
- **Dust Containment** — The vacuum must not release more than 100 micrograms of dust particles per cubic meter of air. This protocol evaluates the total amount of dust particles released by the brush rolls, through the filtration bag and via any air leaks from the system, and is more stringent than the National Ambient Air Quality Standards
- **Carpet Appearance Retention** — The vacuum should not affect the appearance of the carpet more than a one-step change based on one year of normal vacuum use



» [Searchable List of Green Label Approved Vacuums](#)

Vacuums meeting the above protocols, which have been peer reviewed by scientists, can display the CRI Green Label on packaging, merchandising displays and on the machine itself. Since the launch of this test in 2000, CRI has certified more than one hundred machines in the following categories: backpacks, canisters, central systems, and uprights.

Ultimately, proper carpet maintenance is assured and made significantly easier with high quality machines that are CRI Green Label-certified. This important testing program has raised the bar for all vacuum cleaners on the market, resulting in cleaner, longer-lasting carpet and improved IAQ.

Carpet-Rug.org
 World Wide Web

enter keyword

powered by Google™

Exhibit C



State of Connecticut
Department of Administrative Services



Quick Links » GOVERNMENT » BUSINESSES » PUBLIC ABOUT DAS PAGES PRESS ROOM SITE MAP CONTACT US HOME

DAS SEARCH

Advanced Search

Enter search term

DAS CONTENT

- » ePROCUREMENT
- » BUSINESS
- » FLEET SERVICES
- » JOBS
- » HUMAN RESOURCES
- » RESOURCE DIRECTORY

DAS FEEDBACK

» FEEDBACK COMMENTS

DAS CONTACT US

165 Capitol Avenue
Hartford, CT 06106
(860) 713-7459 (fax)

Procurement
(860) 713-5095

Exams/Jobs
(860) 713-5205

Auctions
(860) 571-7445

FAX US

eProcurement
(860) 713-7484
Business
(860) 713-7478
Fleet Services
(860) 713-7474
Exam Applications
(860) 713-7470
Human Resources
(860) 713-7473

» **AGENCY VENDOR ALERT**

GENERAL INSTRUCTIONS: Complete this form to alert Procurement Services of possible actions by your agency that we should consider about an existing or potential vendor.
Items in RED must have information provided.

VENDOR INFORMATION

VENDOR NAME

VENDOR MAILING ADDRESS

City	State	Zip
	Connecticut	

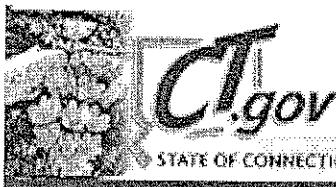
VENDOR FEIN

KNOWN CONTRACT AWARDS

AGENCY INFORMATION

AGENCY NAME

CONTACT NAME



State of Connecticut
Department of Administrative Services



STATE OF CONNECTICUT ABOUT DAS FAQs PRESS ROOM SITE MAP CONTACT US HOME
Quick Links >> GOVERNMENT >> BUSINESSES >> PUBLIC

DAS SEARCH

Advanced Search

Enter search term

DAS CONTENT

- >> ePROCUREMENT
- >> BUSINESS
- >> FLEET SERVICES
- >> JOBS
- >> HUMAN RESOURCES
- >> RESOURCE DIRECTORY

DAS FEEDBACK

>> FEEDBACK COMMENTS

DAS CONTACT US

165 Capitol Avenue
Hartford, CT 06106
(860) 713-7459 (fax)

Procurement
(860) 713-5095

Exams/Jobs
(860) 713-5205

Auctions
(860) 571-7445

FAX US

eProcurement
(860) 713-7484
Business
(860) 713-7478
Fleet Services
(860) 713-7474
Exam Applications
(860) 713-7470
Human Resources
(860) 713-7473

>> AGENCY VENDOR ALERT

GENERAL INSTRUCTIONS: Complete this form to alert Procurement Services of possible actions by your agency that we should consider about an existing or potential vendor.
Items in RED must have information provided.

VENDOR INFORMATION

VENDOR NAME

VENDOR MAILING ADDRESS

City <input type="text"/>	State <input type="text" value="Connecticut"/>	Zip <input type="text"/>
---------------------------	--	--------------------------

VENDOR FEIN

KNOWN CONTRACT AWARDS

AGENCY INFORMATION

AGENCY NAME

CONTACT NAME



State of Connecticut
Department of Administrative Services



Quick Links: >> GOVERNMENT >> BUSINESSES >> PUBLIC

ABOUT DAS FAQs PRESS ROOM SITE MAP CONTACT US HOME

DAS SEARCH

Advanced Search

Enter search term

DAS CONTENT

- >> ePROCUREMENT
- >> BUSINESS
- >> FLEET SERVICES
- >> JOBS
- >> HUMAN RESOURCES
- >> RESOURCE DIRECTORY

DAS FEEDBACK

>> FEEDBACK COMMENTS

DAS CONTACT US

165 Capitol Avenue
Hartford, CT 06106
(860) 713-7459 (fax)

Procurement
(860) 713-5095

Exams/Jobs
(860) 713-5205

Auctions
(860) 571-7445

FAX US

eProcurement
(860) 713-7484
Business
(860) 713-7478
Fleet Services
(860) 713-7474
Exam Applications
(860) 713-7470
Human Resources
(860) 713-7473

» VENDOR PERFORMANCE REPORT

GENERAL INSTRUCTIONS Complete this form to report exceptional or unsatisfactory vendor performance.

Items in RED must have information provided.

Contract Award Number

Purchase Order/ Requisition Number

ACTION REQUESTED For Information Only
 Immediate Action Requested

VENDOR NAME

VENDOR MAILING ADDRESS

City <input type="text"/>	State <input type="text" value="Connecticut"/>	Zip <input type="text"/>
---------------------------	--	--------------------------

AGENCY NAME

AGENCY ADDRESS

Driving Directions

City	State	Zip
	Connecticut	

AGENCY REPORT
PREPARED BY

E-MAIL ADDRESS*

Verify E-MAIL

Enter your email address again for verification.

PHONE* () FAX ()

NATURE OF REPORT Check all that apply & explain below.

QUALITY ISSUES

- Exceptional Performance
- Inferior or Defective Merchandise
- Unauthorized Substitution
- Unsatisfactory Substitution
- Goods Delivered Damaged
- Goods Improperly Labeled

DELIVERY ISSUES

- Delivery not made on Date Promised
- Delivery made at an Unsatisfactory Hour
- Incorrect Quantity Delivered
- Unauthorized Delivery
- Delivery made to Wrong Destination
- Weight varies with Invoice/Shipment
- Improper method of Delivery

SERVICE/MISCELLANEOUS ISSUES

- Services not Performed to Specifications
- Service not Performed at Date/Time Promised
- Unsatisfactory Installation
- Invoice Incorrect
- Grade or Inspection Evidence Missing
- OTHER (Indicate Issue in explanation below)

Explanation Explain Issue and any Action already taken.

Please Verify all the Information you have entered above before submitting this form.

Procurement Personnel will contact you for any additional information (if needed). A response will be forwarded to you via e-mail.

Submit The Form



eProcurement Business Fleet Services Jobs Human Resources Resource Directory News	
CT Gov Home About DAS Contact DAS Press Room DAS Home Quick Links FAQ Site Map	
	<p>The Department of Administrative Services. Review our Privacy Policy. All State disclaimers and permissions apply. Need to contact us? Send e-mail to das.webmaster@po.state.ct.us</p>
Copyright ©, , , - Last Updated:	
	The software to view and print Adobe Acrobat documents (PDF Files) is available free from the Adobe website. To get a free copy of the software, click the "Get Acrobat" image.

Exhibit D

Custodial Service Cleanliness Evaluation

Your room was **PROFESSIONALLY** cleaned last night by _____. Please take the time and look around your room, workstation, restroom areas and see how well it looks. I would appreciate any comments or recommendations that you make.

❖ Trash receptacles empty and cleaned? _____

❖ Workstation (desk) dusted? _____

❖ Shelves cleaned and dusted? _____

❖ File cabinets dusted? _____

❖ Carpet vacuumed? _____

❖ Stains removed? _____

❖ Floor has luster? _____

❖ Floor cleaned? _____

❖ Restrooms cleaned and stocked? _____

❖ Baseboards cleaned? _____

❖ Windows cleaned? _____

❖ Ledges cleaned and dusted? _____

❖ **Comments:** _____

Exhibit E

**STATE OF CONNECTICUT
 PROCUREMENT SERVICES**

<p>CONTRACT AWARD #: 05PSX0360</p>

Lynn Peccerillo
 Contract Specialist

(860) 713-5255
 Telephone Number

**CONTRACT AWARD
 SCHEDULE**

ITEM #	DESCRIPTION OF COMMODITY AND/OR SERVICES	QUANTITY	UNIT OF MEASURE	UNIT PRICE	TOTAL PRICE
	<p>Contractor is to provide all necessary personnel, equipment, supplies and supervision in accordance with the Standard Bid Terms and Conditions.</p> <p>Custodial Services to be provided for the DMV Cheshire Emissions Tech. Center at 1625 Highland Avenue for the period of 12/1/2005 through 11/30/2006.</p> <p>SERVICE REQUIREMENTS & PRICING AS FOLLOWS:</p>				
1	<p>a.) Custodial Services to be performed one time per week throughout the entire facility except the bay area. Vacuuming carpets, dusting office areas, wiping workstation tops and tables, cleaning glass doors, sweeping and mopping of training room and two offices and trash removal.</p> <p>b.) Cleaning of three bathrooms five days per week to include sinks, toilets, mirrors, sweeping and mopping of floors and trash removal.</p>	12	MONTH	\$561.60	\$6,739.20
2	<p>Carpet Cleaning of the entire facility to be performed semi-annually, using hot water extraction. See attached custodial service specifications.</p> <p>* Service to be pre-arranged with Tim Kulish , (203) 271-5430</p>	2	EACH	\$378.00	\$756.00
3	<p>Strip/seal/wax of flooring to be performed semi-annually, with the application of (3) coats VCT areas including three restrooms. See attached custodial service specifications.</p> <p>* Service to be pre-arranged with Tim Kulish, (203) 271-5430</p>	2	EACH	\$243.00	\$486.00
				TOTAL	\$7,981.20