



REQUEST FOR PROPOSALS

**TO ESTABLISH A
UNIVERSITY CONTRACT**

**for
Uniform Purchase, Rental and Laundering Services
for
The University of Connecticut**

RFP# KJ090106

Issue Date: 9/1/2006

Pre-Proposal Conference:

Wednesday, September 13, 2006 @ 10:00 AM

Proposal Due Date:

September 26, 2006 @ 2:00 PM

**Kristin Allen
Purchasing Agent I
University of Connecticut
3 North Hillside Road, Unit 6076
Storrs, CT 06269-6076
Fax: (860) 486-5051
Email: kristin.allen@uconn.edu**

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**PART I
OVERVIEW**

**UNIVERSITY OF CONNECTICUT
UNIFORM PURCHASE, RENTAL AND LAUNDERING SERVICE PROGRAM**

The University of Connecticut (UConn) invites you to join in creating a Uniform Purchase, Rental and Laundering Service Program for its main campus located in Storrs, CT as well as all other UConn campuses. The University takes pride in the appearance of its employees and is responsible for their safety and compliance of federal guidelines such as NFPA 70E. The University invites experienced and qualified vendors to answer with a proposal which meets the Universities needs. The following pages provide important information to support a successful relationship.

It is the University's intent to establish a primary source for providing these goods and services. However, the University reserves the right to make multiple awards resulting from this Request for Proposal. If at any time goods or services cannot be provided by the primary vendor within the desired time frame established by the University; the University will reserve the right to procure goods and/or services from secondary or tertiary respondents.

During fiscal year 2005 – 2006 the University's expenditures for Uniform Purchase, Rental and Laundering Services were approximately \$70,000.00. This information is provided for informational purpose only and should not be construed as a commitment by the University to purchase any specified quantities.

This Request for Proposal is part of a competitive procurement process, which helps to serve the best interests of the University of Connecticut. The Request for Proposal format is being used in this request rather than the "Request for Quotation". The "Request for Quotation" (bid) format is used when goods or services being procured can be precisely described. Price is generally the determining factor in the award. With a Request for Proposal, price may or may not be the determining factor. The award will be made to the vendor whose proposal is determined to be the most advantageous to the University of Connecticut, taking into consideration the evaluation factors set forth in the Request for Proposal.

Special Instructions: This RFP has been reserved for participation by DAS Certified DAS Supplier Diversity (set-aside) – Small Business Enterprise (SBE), Minority Business Enterprise (MBE), women-owned (WBE) businesses, and businesses owned by persons with a disability certified as such by the State of Connecticut's DAS Supplier Diversity Division, pursuant to Connecticut General Statute 32-9e. However, in our continuing effort to insure that State contracting is conducted in an inclusive, efficient, and expeditious manner, proposals will be accepted from all bidders.

PART II
DEFINITIONS

- 2.0** "Campus" means University of Connecticut Storrs Campus, including but not limited to any and all athletic facilities, business offices, student facilities, including residence halls, University owned apartments, classrooms, restaurants, concession stands, snack bars, convenience stores and dining halls, in any and all other buildings or facilities which currently comprise the campus of the University of Connecticut, or which may be acquired or constructed during the term of the anticipated Contract and which are operated by, or directly in conjunction with, the University.
- 2.1** The word "University", or "UCONN", or a pronoun used in its place shall mean the University of Connecticut main campus at Storrs, Connecticut, as well as its satellite campuses.
- 2.2** "Bidder", "Proposer", "Vendor", "Supplier", "Firm" and "Respondent" refer to a Company responding to this Proposal.
- 2.3** "RFP" is the abbreviated reference to Request for Proposal.

PART III
INTRODUCTION

- 3.0** **Scope:** The University of Connecticut is seeking proposals from qualified vendors to provide Uniform Purchase, Rental and Laundering Service at its main campus in Storrs, Connecticut as well as all the satellite campuses: 1) Law School and Greater Hartford Campuses located in Hartford, 2) Avery Point Campus located in Groton, CT, 3) Stamford Campus, 4) Torrington Campus and 5) Waterbury Campus.

The University is particularly interested in a Uniform Purchase, Rental and Laundering Service Program which will alleviate the majority of the labor our current employees are investing in the maintenance of this program. Invoicing, new hires, repairs, incorrect issuances, etc. have become too laborious and counter-productive to designated employees. The University is asking potential proposers to develop a program with solutions to these on-going problems whether it be IT driven or a designated Sales Rep. responsible for this account and on campus for several days a week.

The expectations and rights of each party should be anticipated, identified and reviewed at the outset and throughout the Uniform Purchase, Rental and Laundering Service Agreement to create and continue a positive, productive and lasting relationship.

- 3.1** **General:** The University anticipates a Uniform Rental and Cleaning Service Program which is expressly conditioned upon the performance of the Uniform Rental and Cleaning Service supplier's obligations and commitments as identified in the anticipated agreement.
- 3.2** **Value:** During fiscal year 2005 - 2006 University Uniform Purchase, Rental and Laundering Service purchases were approximately \$70,000.00 for Uniform Purchase, Rental and Laundering Service. This information is provided for informational purpose only and should not be construed as a commitment by the University to purchase any specified quantities.
- 3.3** **Term of Contract:** The University intends to award a contract as a result of this RFP for an anticipated overall period of five (5) years. The initial term of the anticipated Contract will be for one (1) year, with an option for the University to extend the Contract for four (4) additional one (1) year periods. Such intent to renew shall be conveyed to the vendor(s) in writing sixty (60) days prior to the effective date.
- 3.4** **Service Commencement:** The service commencement date shall be negotiated for the earliest date after contract award. Proposer should specify the best possible start date in days after receipt of award of a purchase order.
- 3.5** **Terms and Conditions:** The terms and conditions should be reviewed very carefully to ensure full responsiveness to the RFP.

The anticipated Uniform Purchase, Rental and Laundering Service Contract will be, in form and substance, consistent with applicable University policy and regulations and State of Connecticut statutes and regulations regarding the creation and execution of such Contract. The failure of any respondent to receive or examine any contract, document, form, addenda or to visit the sites and acquaint itself with conditions there-existing, will not relieve it of any obligation with respect to its proposal or any executed contract. The submission of a proposal shall be conclusive evidence and understanding of the University's intent to incorporate such terms and conditions into the Uniform Purchase, Rental and Laundering Service Program.

- 3.6** **Specifications:** The specifications in Part V must be responded to on a point by point basis so the University can evaluate how the proposer plans to meet these requirements. Proposers must use

the RFP numbering scheme in their response to allow for efficient evaluation. See 3.9.3 for additional details.

3.7 Estimated Timetable: The following schedule will apply to this RFP.

Release of RFP	9/1/2006
Mandatory Pre-proposal Conference	9/13/2006 @ 10:00 AM (EST)
Closing Date for Inquiries	9/21/2006
Submission of RFP Due	9/26/2006 @ 2:00 PM (EST)
Proposer Presentations (if necessary)	TBD (To Be Determined if necessary)
Anticipated Award Date	October 2006

3.8 Inquiries: Direct all inquiries relative to the conditions and specifications listed herein to:

Kristin Allen
Purchasing Agent I
University of Connecticut
Purchasing Department
3 North Hillside Road Unit 6076
Storrs, CT 06269-6076
Fax: (860) 486-5051
E-mail: kristin.allen@uconn.edu

3.9 Submission Format: The following process so described is intended to ensure that all proposers have equal access to information relative to this RFP. No information communicated verbally shall be effective unless confirmed by written communication from the Purchasing Department of the University of Connecticut.

In all cases, no verbal communication will override written communications and only written communications are binding.

3.9.1 The RFP document shall include the following documents:

- An original and six (6) complete copies of your proposal response
- An exact copy of the "Form of Proposal"
- A point-by-point response to all terms and conditions in this RFP document, specifically Part V, Specifications
- A completed "Bidder Contract Compliance Monitoring Report"
- Part VII, List of References
- All required, original signed and notarized Affidavits
- Part VI, Connecticut Colleges Purchasing Group, if desired

The above information must be submitted with all proposals submitted, or proposal will be rejected as non-compliant.

An original and six (6) copies of the proposal must be submitted in a sealed envelope to:

University of Connecticut
Purchasing Department
Attention: Kristin Allen
3 North Hillside Road Unit 6076
Storrs, CT 06269-6076

Reference RFP No. KJ090106
“Uniform Purchase, Rental and Laundering Service Program”

On or before 2:00 p.m. on September 26, 2006

*****IMPORTANT NOTE*****

Any RFP proposal received after the date and time indicated above will not be considered for award and will be returned to the Vendor.

3.9.2 Proposals should be presented in a format that can easily be incorporated into a contract between the proposer and the University of Connecticut, encompassing the guidelines detailed in the Request for Proposal as required by the University. Faxed proposals will not be accepted.

3.9.3 Each proposal must include a table of contents with page numbers for each of the required components of the proposal.

All proposals must include a point-by-point response to this RFP. Each response must be cross-referenced to the corresponding numbered item in this RFP and described in as much detail as possible. No fewer than an original and six (6) copies of the proposal shall be submitted. Additionally, to facilitate photocopying, if needed, proposals must be three- (3) hole punched and submitted in three ring, loose leaf binders.

Failure to respond to all points may be grounds for rejection. Likewise, failure to supply any information required to accompany the proposals may cause a rejection of the proposal as non-compliant. The University reserves the right to request additional information and/or presentations, if clarification is needed.

If you require additional space to completely answer any of the questions contained in this proposal document, include attachments and identify your response by page number, section heading, and specific section number. All proposals must be submitted in a sealed envelope and labeled as noted in 3.9.1. No responsibility will be attached to any person for the premature opening of any proposal that is not properly identified.

E-mail or electronic attachments are not acceptable means of submitting a proposal and will be rejected as non-conforming. If you intend to use an express delivery service, it is recommended that you stress the need to deliver your package to the building and office designated above. Packages delivered by express mail to other locations might not be re-delivered to the appropriate address in time to be considered.

Proposals that do not substantially conform to the contents of the bid request, consequently altering the basis for proposal comparison, may be disregarded and considered as unresponsive.

3.9.4 Pricing will be indicated in Part VIII, Form of Proposal.

3.9.5 All required signatures must be affixed in Part VIII, IX, Bidder Contract Compliance Monitoring Report and the required Affidavits.

3.9.6 At the specified time stated in 3.9.1, all proposals received as stipulated, shall be publicly opened and dated. However, due to the complexity of the bid, only the names of the respondents will be read as no immediate decision will be made. All information will be confidential until after review and action by the Evaluation Committee. All interested parties are, however, welcome to attend the bid opening.

3.9.7 Confidential Information: Proposals are treated as confidential by the University until after the award is issued. At that time they become subject to disclosure under the Freedom of Information Act. If a respondent wishes to supply any information which it believes is exempt from disclosure under the Act, which respondent should summarize such information in a separate envelope and each page submitted should clearly state "Confidential," but otherwise be presented in the same manner as the Proposal. However, any such information is provided entirely at the respondent's own risk and the University assumes no liability for any loss or damage which may result from the University's disclosure at any time of any information provided by the respondent in connection with its proposal.

3.10 Supplier Diversity Requirement:

3.10.1 Set-Aside Bidder Requirements: DAS certified bidders **must indicate** their set-aside status by **writing SBE or MBE in the lower left-hand corner of the envelope** in which the bid is submitted. Certified businesses must provide with their bid a copy of their current certificate.

If UConn Purchasing cannot identify the bid as a Connecticut Certified Small Business Enterprise (SBE) or (MBE) from the outside of the bidder's sealed envelope, then the bidder waives the right to be considered for an award under the small business set-aside designation.

3.10.2 Non-Set-Aside Bidder Requirements: Bids from non-certified bidders will remain sealed unless it is determined that no set-aside bidder's proposal was determined to be responsible. In the event that the non-set-aside bids are opened at a later date and the non-set-aside bidders would like to be notified of when they are opened, bidders must place their telephone number on the outside of their sealed envelope. Should a set-aside bidder win the award, non set-aside bidders may retrieve their sealed bids. Retrieval may occur only: (1) upon the agency's receipt of a letter of request on company stationery, signed by an officer of the company; and (2) if the bidder's name or other identification appears on the outside of the envelope.

3.10.3 Set-Aside Award Procedure: Proposals will be accepted from all bidders. Proposals from set-aside bidders will be reviewed first. If no proposals from DAS-certified set-aside bidders are received or if no set-aside bidder's proposal is determined to be responsible for all of the items, proposals from non-set-aside bidders will be reviewed and an award may be issued to non-set-aside bidders.

To become a certified small business, your company must meet the qualifications as determined by legislation, under §4a-60g of the Connecticut General Statutes (CGS).

For further information, please visit this website: <http://www.das.state.ct.us/Purchase/SetAside/> or contact the Set-Aside Program at (860) 713-5057.

3.10 Pre-Proposal Conference/Site Visit: A pre-proposal conference and site visit will be held as stated below. The purpose of the conference is to provide an opportunity for questions and answers as required to clarify terms, conditions or specifications of the Request for Proposal.

<u>Date/Time:</u>	September 13, 2006 @ 10:00 AM (EST)
<u>Location:</u>	University of Connecticut, Purchasing Department 2 nd Floor Bid Room 3 North Hillside Road, Storrs, Connecticut

Proposers must contact the Purchasing Agent below by written correspondence no later than 4:00 PM (EST) on September 12, 2006 to attend the conference.

Kristin Allen
Purchasing Agent I
University of Connecticut
Purchasing Department
3 North Hillside Road Unit 6076
Storrs, CT 06269-6076
Fax: (860) 486-5051
Email: kristin.allen@uconn.edu

- 3.11** Proposals must demonstrate an understanding of the scope of work and the ability to accomplish the tasks set forth and must include information that will enable the University to determine the proposer's overall qualifications.
- 3.12** **Completed RFP's:** Each Proposer must respond to, and be capable of, supplying all services outlined in the RFP specification.
- 3.13** **Addenda to the RFP:** If it becomes necessary to revise any part of this RFP, notice of the revision will be given in the form of an addendum to all prospective proposers who are on record with the Purchasing Department as having received this RFP. All addenda shall become a part of this RFP. Receipt of addenda must be acknowledged by each proposer, and the failure of a proposer to acknowledge any addendum shall not relieve the proposer of the responsibility for complying with the terms thereof. All addenda must be signed by an authorized Respondent representative and returned with the proposal on or before the proposal opening date. Failure to sign and return any and all addendum acknowledgements shall be grounds for rejection of the proposal response.

PART IV
TERMS AND CONDITIONS

The following terms and conditions will govern in the submission and evaluation of proposals and the award of a contract. Vendors are requested to carefully review the terms and conditions, as they will become part of any subsequent agreement and award.

- 4.0 Contract Status:** The response to this RFP will be considered an offer to contract. Final negotiations on the lowest evaluated offer will be conducted to resolve any differences and informalities. After final negotiations, an acceptance of the proposal offer will be issued by the University in accordance with paragraph 4.1 below.
- 4.1 Contract Format:** The resulting contract will incorporate this RFP, the response thereto, all additional agreements and stipulations, and the results of any final negotiations. All of these documents signed by both parties will constitute the final contract.
- 4.2 Contract Termination for Cause:** The University may terminate any resulting contract for cause by providing a Notice to Cure to the Uniform Purchase, Rental and Laundering Service Supplier citing the instances of noncompliance with the contract.
- 4.2.1** The Uniform Purchase, Rental and Laundering Service Supplier shall have ten (10) days to reply to the Notice to Cure and indicate why the contract should not be terminated and recommend remedies to be taken.
- 4.2.2** If the Uniform Purchase, Rental and Laundering Service Supplier and the University reach an agreed upon solution, the Uniform Purchase, Rental and Laundering Service Supplier shall then have thirty (30) days after such agreement is reached to cure the noncompliance cited in the Notice to Cure.
- 4.2.3** If a mutually agreed upon solution cannot be reached within ten (10) days after receipt of Notice to Cure by Supplier, the University reserves the right to terminate the agreement.
- 4.2.4** If the mutually agreed upon solution is not implemented within thirty (30) days from the date of agreement, the University reserves the right to terminate the contract.
- 4.3 Contract Modification:** All requests for changes must be in writing on letterhead and submitted to the Purchasing Department. All changes to the contract must be agreed to in writing by both parties prior to executing any change; this applies to all price changes.
- 4.4 Contract Assignment or Subcontract:** The resulting contract shall not be assigned, transferred, or sublet in whole or in part without the prior written approval of the University.
- 4.5 Notification of Selected Uniform Purchase, Rental and Laundering Service Supplier:** It is the University's intention to review proposals, complete contract negotiations and execute a Uniform Purchase, Rental and Laundering Service Agreement in October 2006. All vendors will receive written notification of this action after the University of Connecticut Purchasing Department has approved the selection.
- 4.6 Term of Contract:** The term of any contract resulting from this Request for Proposal will be for one (1) year from date of award. By mutual agreement of both parties, resultant contract may be extended for four (4) additional one (1) year periods or parts thereof. Such intent to renew shall be conveyed to the vendor in writing sixty (60) days prior to the effective date. The contract will commence upon final negotiations and a signed Letter of Agreement.

4.7 RFP Status and Submission Information:

4.7.1 RFP Acceptance/Rejection: The University reserves the right to cancel this RFP, to reject any or all proposals received, or any part thereof without penalty, to waive informalities or irregularities and to award a contract not based solely on the lowest cost, but based on an offer which, in the sole opinion of the University, best fulfills or exceeds the requirements of this RFP and is deemed in the best interest of the University. Non-acceptance of a proposal shall mean that another proposal was deemed more advantageous to the University or that all proposals were rejected. Firms whose proposals are not accepted shall be notified after a binding contractual agreement between the University and the selected proposer exists or after the University has rejected all proposals.

4.7.2 RFP Submittals: Any exceptions and/or alternates must be stated in the response to the RFP. Failure to provide required data to allow for evaluation of the RFP or failure to complete the accompanying documents may be grounds for rejecting the RFP.

Further, the University expressly reserves the right to negotiate prior to an award, any contract which may result from this RFP. Further, this RFP creates no obligation on the part of the University to award a contract. The company's proposal will represent its best and final offer.

4.7.3 Effective Period of Proposals: The proposals submitted must remain in effect for a minimum period of ninety (90) days after the closing date to allow time for evaluation, approval and award of the contract.

4.7.4 Minor Defects: If, during the evaluation process, the University determines that a particular mandatory requirement may be modified or waived and still allow the University to obtain goods/services that substantially meet the intent of this RFP, the mandatory requirement will be modified or waived for all bidders, and all proposals will be re-evaluated in light of the change.

4.7.5 Withdrawal of Proposals: A proposal shall not be modified, withdrawn or canceled by the bidder for a period of ninety (90) days following the date and time assigned for the receipt of proposals.

Prior to the time and date assigned for receipt, proposals submitted early shall be modified or withdrawn only by written notice to the University. The Coordinator, as identified in paragraph 3.9, shall receive such written notice.

Modified proposals may be submitted up to the time designated for receipt of the proposals as noted in paragraph 3.9.1 provided they are then fully in conformance with these terms and conditions.

4.7.6 Sales Tax Exemption: The University of Connecticut is exempt from Federal Excise taxes and no payment will be made for any taxes levied on the contractor's employees' wages. The University is exempt from State and Local Sales and Use Taxes on the services and/or equipment supplies pursuant to this Agreement.

4.8 Indemnification Requirements:

4.8.1 Hold Harmless: The proposer agrees to jointly and severally indemnify and hold the University, its successors and assigns harmless from and against all liability, loss, damage or expense including reasonable attorney's fees which the State of Connecticut

may incur or sustain by reason of the failure of the bidder to fully perform and comply with the terms and conditions of any contract resulting from this RFP. Further, the University assumes no liability for any damage to the property, or for personal injuries, illness, disabilities or deaths the contractor, contractor's employees and any other person subject to the contractor's control, or any other person including members of the general public, caused in whole or in part, by a) contractor's breach of any term or provision of the awarded contract; or b) any negligent or willful act or omission of the contractor, its employees or subcontractors in the performance of the awarded contract. The contractor agrees to indemnify, save harmless and defend the University from and against any and all liabilities, claims, penalties, forfeitures, suits and the costs and expenses incident thereto (including the cost of defense, settlement and reasonable attorney's fees) which may hereafter incur, become responsible for, or pay out as a result of acts or omissions covered herein.

4.8.1 Liens: The successful Uniform Purchase, Rental and Laundering Supplier shall keep the University free and clear from all liens asserted by any person or firm for any reason arising out of the furnishing of services or materials by or to the Uniform Rental and Cleaning Service Supplier.

4.8.2 Choice of Law and Venue: The terms and provisions of this RFP and any contract(s) resulting from this RFP shall be construed in accordance with the laws of the State of Connecticut.

4.8.3 Actions of the Uniform Purchase, Rental and Laundering Service Supplier: The actions of the successful Uniform Purchase, Rental and Laundering Service Supplier with third parties are not binding upon the University. The Uniform Purchase, Rental and Laundering Service Supplier is not a division of the University, partner or joint venture of/with the University.

4.9 Pre-Award Presentations and Negotiations:

4.9.1 Pre-Award Presentations: As a part of the evaluation process, the University may require presentations from the highest ranked vendors. If a proposer is requested to make a presentation, the proposer will make the necessary arrangements and bear all costs associated with the presentation. (See Section 4.15.2 for clarification.)

4.9.2 Award Negotiations: Selection may be made without further discussion or negotiation; therefore, proposals should be submitted on the most favorable terms which can be submitted in response to this Request for Proposal. Proposals must demonstrate an understanding of the scope of work and the ability to accomplish the tasks set forth and must include information that will enable the University to determine the vendor's over all qualifications. The University reserves the right to request additional information or clarification on any matter included in the proposal. Prior to the award, the University may elect to conduct negotiations with the highest ranked vendors for purposes which include:

- 4.9.2.1** Resolving minor differences and informalities
- 4.9.2.2** Clarifying necessary details and responsibilities
- 4.9.2.3** Emphasizing important issues and points
- 4.9.2.4** Receiving assurances from vendors
- 4.9.2.5** Exploring ways to improve the final contract

4.10 Standard Terms and Conditions:

- 4.10.1 Federal, State and Local Taxes, Licenses and Permits: The successful Uniform Rental and Cleaning Supplier will comply with all laws and regulations on taxes, licenses and permits.
- 4.10.2 Waiver of Rights: No delay or failure to enforce any provision of this agreement shall constitute a waiver or limitations of University's rights under any resulting contract.
- 4.10.3 Prior Course of Dealings: The parties hereby agree that no trade usage, prior course of dealing or course of performance under other contracts shall be a part of this agreement or shall be used in the interpretation or construction of this agreement.
- 4.10.4 Contract Provisions by Reference: It is mutually agreed by and between the University and the vendor that the University's acceptance of the vendor's offer by the issuance of a Letter of Acceptance shall create a contract between the parties thereto containing all specifications, terms and conditions in the Request for Proposal except as amended in the Letter of Acceptance. Any exceptions taken by the vendor which are not included in the RFP Letter of Acceptance will not be part of the contract. Therefore, in the event of a conflict between the terms and conditions of the RFP and information submitted by a vendor, the terms and conditions of this Request for Proposal and Letter of Acceptance will govern.
- 4.10.5 Warranty: The vendor warrants that the goods or services supplied hereunder will be of good workmanship and of proper materials, free from defects and in accordance with specifications. If the vendor knows of the purchaser's intended use, the vendor warrants that the goods or services are suitable for the intended use.
- 4.10.6 Ethical Considerations: The proposing vendor must certify that no elected or appointed official or employee of the University has benefited, or will benefit financially or materially from the proposed services. The University may terminate any contract resulting from this RFP, if it is determined that gratuities of any kind were either offered to, or received by, any University officer or employee contrary to this policy. The authorized signatory of a submitted proposal automatically attests this to be true.

The laws of the State of Connecticut provide it is a felony to offer, promise or give anything of value or benefit to a State employee with intent to influence that employee's acts, opinion, judgment or exercise of discretion with respect to that employee's duty. Evidence of violation of this statute will be turned over to the proper prosecuting attorney.

- 4.10.7 Executive Order No. 3: This Contract is subject to the provisions of **Executive Order No. 3 of Governor Thomas J. Meskill promulgated June 16, 1971**, and, as such, this contract may be cancelled, terminated or suspended by the State Labor Commissioner for violation of or noncompliance with said Executive Order No. Three, or any state or federal law concerning nondiscrimination, notwithstanding that the labor commissioner is not a party to this contract. The Parties to this Contract, as part of the consideration hereof, agree that said Executive Order No. Three is incorporated herein by reference and made a part hereof. The Parties agree to abide by said Executive Order and agree that the state labor commissioner shall have continuing jurisdiction in respect to contract performance in regard to nondiscrimination, until the contract is completed or terminated prior to completion. The Contractor agrees, as part consideration hereof, that this Contract is subject to the Guidelines and Rules issued by the state labor commissioner to implement Executive Order No. Three, and that it will not discriminate in its employment

practices or policies, will file all reports as required, and will fully cooperate with the State of Connecticut and the state labor commissioner.

4.10.8 Executive Order No. 17: This Contract is subject to the provisions of **Executive Order No. 17 of Governor Thomas J. Meskill promulgated February 15, 1973**, and, as such this Contract may be cancelled, terminated or suspended by the contracting agency or the State Labor Commissioner for violation of or noncompliance with said Executive Order No. Seventeen, notwithstanding that the Labor Commissioner may not be a party to this Contract. The Parties to this Contract, as part of the consideration hereof, agree that Executive Order No. Seventeen is incorporated herein by reference and made a part hereof. The Parties agree to abide by said Executive Order and agree that the contracting agency and the State Labor Commissioner shall have joint and several continuing jurisdiction in respect to contract performance in regard to listing all employment openings with the Connecticut State Employment Service.

4.10.9 Executive Order No. 16: This Contract is subject to the provisions of **Executive Order No. 16 of Governor John G. Rowland promulgated August 4, 1999**, and, as such, the Contract may be canceled, terminated or suspended by the state for violation of or noncompliance with said Executive Order No. Sixteen. The Parties to this Contract, as part of the consideration hereof, agree that

- (a) The Contractor shall prohibit employees from bringing into the state work site, except as may be required as a condition of employment, any weapon or dangerous instrument as defined in (b):
- (b) Weapon means any firearm, including a BB gun, whether loaded or unloaded, any knife (excluding a small pen or pocket knife), including a switchblade or other knife having an automatic spring release device, a stiletto, any police baton or nightstick or any martial arts weapon or electronic defense weapon. Dangerous instrument means any instrument, article, or substance that, under the circumstances, is capable of causing death or serious physical injury.
- (c) The Contractor shall prohibit employees from attempting to use, or threaten to use, any such weapon or dangerous instrument in the state work site and employees shall be prohibited from causing, or threatening to cause, physical injury or death to any individual in the state work site.
- (d) The Contractor shall adopt the above prohibitions as work rules, violations of which shall subject the employee to disciplinary action up to and including discharge. The Contractor shall insure and require that all employees are aware of such work rules.
- (e) The Contractor agrees that any subcontract it enters into in furtherance of the work to be performed hereunder shall contain provisions (a) through (d) of this Section.

4.10.10 Executive Order No. 7B: This Contract is subject to **Executive Order No. 7B of Governor M. Jodi Rell, promulgated on November 16, 2005**. The Parties to this Contract, as part of the consideration hereof, agree that:

- (a) The State Contracting Standards Board (“the Board”) may review this contract and recommend to the state contracting agency termination of the contract for cause. The state contracting agency shall consider the recommendations and act as required or permitted in accordance with the contract and applicable law. The Board shall provide the results of its review, together with its recommendations, to the state contracting agency and any other affected party in accordance with the notice provisions in the contract no later than fifteen (15) days after the Board finalizes its recommendation. For the purposes of this Section, “for cause” means:
 - (1) a violation of the State Ethics Code (Conn. Gen. Stat. Chapter 10) or Section 4A-100 of the Conn. Gen. Statutes or
 - (2) wanton or reckless disregard of any state contracting and procurement process by any person substantially involved in such contract or state contracting agency.

(b) For the purposes of this Section, “contract” shall not include real property transactions involving less than a fee simple interest or financial assistance comprised of state or federal funds, the form of which may include but is not limited to grants, loans, loan guarantees, and participation interests in loans, equity investments and tax credit programs. Notwithstanding the foregoing, the Board shall not have any authority to recommend the termination of a contract for the sale or purchase of a fee simple interest in real property following transfer of title.

(c) Effective January 1, 2006, notwithstanding the contract value listed in Conn. Gen. Stat. §§ 4-250 and 4-251, all procurements between state agencies and private entities with a value of \$50,000 (fifty thousand dollars) or more in a calendar or fiscal year shall comply with the gift affidavit requirements of said Sections. Certification by agency officials or employees required by Conn. Gen. Stat. § 4-252 shall not be affected by this Section.

4.10.11 Mandatory Affidavits: In light of recent executive and legislative changes to Connecticut’s state contracting requirements, the Office of Policy and Management (“OPM”) has updated its contracting affidavits, certifications and affirmations. Pursuant to Conn. Gen. Stat. §§ 4-250 and 251, and Governor M. Jodi Rell’s Executive Order No. 1, para 8, Large State Contracts between the State of Connecticut and private entities are required to be accompanied by an Agency Certification and the appropriate Gift/Campaign Contribution Affidavit. Subsequently, Governor M. Jodi Rell’s Executive Order No. 7B (see Section 2.24) modified the contract thresholds provided in Conn. Gen. Stat. §§ 4-250 and 251 for all procurements with a value of \$50,000 or more in a calendar or fiscal year.

In addition, Section 51 of Public Act 05-287 requires that state agencies obtain Consulting Affidavits from contractors with whom the agencies contract for the purchase of goods or services, which contract has a total value of \$50,000 or more in any calendar or fiscal year. Section 37 of Public Act 05-287 also requires that for Large State Construction or Procurement Contracts state agencies provide contractors with a summary of state ethics laws developed by the State Ethics Commission. Such contractor must provide affirmations regarding the receipt and compliance of said summary for itself and its subcontractors and consultants.

Therefore, all state contracts that meet the requirements provided in the aforementioned decrees shall be accompanied by all appropriate affidavits, certification and affirmations.

Please include mandatory affidavits which can be found at:

http://www.opm.state.ct.us/policies.htm#Office_Secretary

Your proposal response must include the following original, notarized affidavits to be considered compliant:

- **Form 1 – “Gift Certification”**
- **Form 2 – “Campaign Contribution Certification”**
- **Form 5 – “Consulting Agreement Affidavit”**

4.10.12 In accordance with the University’s compliance program, the University has in place an anonymous ethics and compliance reporting hotline service – 1-888-685-2637. Any person who is aware of unethical practices, fraud, violation of state laws or regulations or other concerns relating to University policies and procedures can report such matters anonymously. Such persons may also directly contact the University’s compliance office at: Office of Audit, Compliance, and Ethics, 9 Walters Avenue, Unit 5084, Storrs, CT 06269-5084; Phone 860-486-4526; Fax 860-486-4527. As a provider of goods and/or services to the University, you are hereby required to notify your employees, as well as

any subcontractors, who are involved in the implementation of this contract, of this reporting mechanism.

4.11 Responsibilities of the Uniform Purchase, Rental and Laundering Service Supplier:

4.11.1 Observing Laws and Regulations: The Uniform Purchase, Rental and Laundering Service Supplier shall keep fully informed of and shall faithfully observe all laws, federal and state, and all ordinances and regulations affecting responsibility to the University, or affecting the rights of supplier's employees, and he shall protect and indemnify the University, its officers, and agents against any claims of liability arising from or based on any violation thereof.

4.11.2 Representations: Each firm, by submitting a proposal, represents that it:

4.11.2.1 Has read and completely understands the proposal documents.

4.11.2.2 Is totally familiar with the conditions under which the work is to be performed including availability and cost of labor and materials.

4.12 Repairs to Property Damage: Existing facilities damaged during installation and/or service by the Uniform Purchase, Rental and Laundering Service Supplier, the Uniform Purchase, Rental and Laundering Service Supplier's agents or employees, shall be repaired and left in as good condition as found. All repairs shall be accomplished at no cost to the University.

4.13 Delivery Requirements: The University is in the midst of an ambitious, campus-wide building campaign which has resulted in the closing and/or relocation of roads and driveways through the Storrs campus, often times resulting in traffic congestion and making access to buildings and parking at the University difficult. To safeguard the students, faculty and staff, as well as the aesthetic beauty of the University, all Proposers are reminded that the following rules and considerations will be required when making deliveries to any University of Connecticut campus:

- Driving speeds on campus must be kept at a maximum of 25 mph to ensure maximum safety. **Pedestrians have the right of way at all times.**
- All traffic signs, lights or other indicators are to be obeyed. This is of utmost importance given the amount of construction and pedestrians on campus.
- Driving on sidewalks, unless otherwise posted, is forbidden. Violators will be ticketed and chronic violators may be barred from doing business with the University. In those areas where sidewalk driving is permitted and required, drivers must employ adequate skills so as to avoid driving on adjacent green spaces.
- It is preferable that deliveries to any facility loading dock be made utilizing a maximum sized 24', 6-wheel saddle truck. To facilitate other deliveries, it is imperative delivery trucks have the capability to off load large quantities (pallets) in short periods of time. Commissary warehouse deliveries must be limited to a maximum of 50 cases delivered by saddle truck only.

4.14 Parking Guidelines:

Parking Services Information
University of Connecticut
Parking & Transportation Services
3 North Hillside Road, Unit 6199
Storrs, CT 06269-6199

Phone: (860) 486-4930
Fax: (860) 486-0191

The following rules and regulations provide guidance and information when bringing a vehicle onto the University of CT Storrs Campus. These policies follow Connecticut State Statute 10A-139 and are intended to provide control and availability of campus parking. All students, employees, vendors, visitors, contractors, etc., who park a motor vehicle on campus are subject to these rules and regulations.

It is the responsibility of all individuals operating a motor vehicle on campus to be aware of and abide by the parking policies contained in this literature. Operating a vehicle on campus is deemed evidence of the vehicle operator's acceptance and understanding of these policies.

Parking on the Storrs campus is strictly regulated and is allowed only in paved, lined areas. Parking on lawns, grounds, or sidewalks is strictly prohibited. Parking during the hours of 7AM and 5PM, Monday through Friday is by permit only. Some areas are restricted beginning at 5AM or for 24 hours (as posted). Violators will be ticketed and are subject to towing.

Parking in the North and South Garage is available for vehicles for a daily fee. There is no overnight parking available in the garages.

The Storrs campus is primarily a pedestrian campus. All motor vehicles must stop for pedestrians in crosswalks according to Connecticut State law. The maximum speed limit on campus is 25MPH. The maximum speed in all parking lots is 10MPH. These limits are in effect 24 hours per day.

Parking on campus is in high demand. Anyone who can avoid bringing a vehicle to campus should do so. The use of carpools and public transportation is encouraged. A shuttle service is operated to serve the University of Connecticut at Storrs and surrounding areas. This shuttle is free to UConn students, employees, and visitors. For information on shuttle services and schedules, call Transportation at (860) 486-1448.

Visitor Parking

It is the responsibility of the host/hostess to inform guests of the University's parking regulations. Visitors to campus are directed to park in either the metered areas (not to exceed 45 minutes) or a parking garage. For information about parking garage rates and hours, [click here for North Garage](#) or call (860) 486-6267; [click here for South Garage](#) or call (860) 486-9088.

Load Zones

Load zones are restricted to loading and unloading of materials and are limited to 15 minutes 24 hours per day, unless otherwise posted. Four-way flashers must be left on to indicate loading. Notes left on vehicles will not be accepted. Vehicles cannot be parked in load zones overnight or on weekends.

<http://www.park.uconn.edu/Parking2.html>

4.15 Insurance Requirements:

4.15.1 Insurance: The vendor shall secure and pay the premium or premiums of the following policies of insurance with respect to which minimum limits are fixed in the schedule set forth below. The University of Connecticut shall be included as a named insured on all such policies. Each such policy shall be maintained in at least the limit fixed with respect thereto, and shall cover all of the vendor's operations hereunder, and shall be effective

throughout the period of this contract or any extension thereof. It is not the intent of this schedule to limit the types of insurance required herein.

- 1) Worker's Compensation Insurance: Must meet statutory requirements of the laws of the State of Connecticut and any additional requirements of the University of Connecticut. A statutory exemption from Worker's Compensation shall not be deemed a satisfactory alternate to meeting this requirement. In no event shall an award be made to any firm failing to provide such evidence in a form satisfactory to the University.
- 2) Public Liability Insurance \$1,000,000.00.
- 3) Property Damage Insurance \$1,000,000.00.

4.15.2 As to insurance required by this agreement, a certified copy of each of the policies or a certificate or certificates evidencing the existence thereof, or binders, shall be delivered to the University within fifteen (15) days after the tentative award of this agreement. In the event any binder is delivered, it shall be replaced within thirty (30) days by a certified copy of the policy or a certificate in lieu thereof. Each such copy or certificate shall contain a valid provision or endorsement that the policy may not be canceled, terminated, changed or modified without giving thirty (30) days written advance notice thereof to the University's representative and that the insurance reflected thereon meets the minimum requirements of the proposal. A renewal policy or certificate shall be delivered to the University at least thirty (30) days prior to the expiration date of each expiring policy. If at any time any of the policies shall be or become unsatisfactory to the University as to form or substance, or if any of the carriers issuing such policies shall be or become unsatisfactory to the University, the Vendor shall promptly obtain a new and satisfactory policy in replacement upon such written notice from the University.

4.16 RFP Evaluation:

4.16.1 RFP Evaluation Criteria: The award of a Uniform Purchase, Rental and Laundering Service Supplier Agreement will be based upon a comprehensive review, analysis and negotiation of the proposal, which best meets the needs of the University. The contract award will be based on a points-earned matrix derived from a technical and financial evaluation.

The award shall be made to the most responsive proposer offering the best value and with the highest total matrix scores as determined by the University. All vendors submitting proposals concur with this method of award and will not, under any circumstances or in any manner, dispute any award made using this method.

All proposals will be evaluated by a committee, which will use the specific evaluation criteria listed below. The importance given to each element is represented proportionately by the respective weight assignments. Proposals will be evaluated as to the vendor's response to the following criteria:

A. References	25 Points
B. Pricing	20 Points
C. Customer Service	20 Points
D. Laundry Service	25 Points
D. Adherence to RFP Requirements	10 Points

Total Maximum Points Available: 100

- 4.16.1** As part of its proposal review, the University may request and consider presentations, review of references and supplier representatives, as previously noted in Section 4.9.1
- 4.16.2** Presentations: The University reserves the right, but is not obligated, to request and require that each vendor provide a formal presentation of its proposal at a date and time to be determined. If required by the University, it is anticipated that such presentation will not exceed two (2) hours. No vendor will be entitled to be present during, or otherwise receive any information regarding, any other presentation of any other vendor.
- 4.16.4** Review of References: Each vendor is required to provide a customer list with a minimum of five (5) educational institutions with which it has an exclusive Uniform Purchase, Rental and Laundering Service contract. At minimum, two educational institutions must be of the size and scope of the University and at least one must have experience with cleaning of specialty uniforms such as the Police and Fire Departments Class A uniforms and FR garments. Please include name, title, telephone number and email address of a contact person at each institution. **Reference checks will be performed electronically: please notify your references of this future electronic transaction.** The University reserves the right, but is not obligated to, contact and review the Uniform Purchase, Rental and Laundering Service Program of any institution by any vendor used as a reference.
- 4.16.5** Supplier Representatives: Vendor must identify the people it anticipates representing the Uniform Purchase, Rental and Cleaning Service Program. The University may conduct interviews with identified supplier representatives as a part of its evaluation process.
- 4.16.6** The University will include in its evaluation: proposals, presentations, if requested, references and interviews. In addition, the award will be predicated upon the successful negotiation of the specific terms and conditions to be included in the Uniform Purchase, Rental and Laundering Service Program. The University will be the sole judge of the suitability of the proposed Uniform Purchase, Rental and Laundering Service provider.
- 4.16.7** Proposal Qualification Data: If necessary to evaluate vendor qualification, vendor may be requested to furnish information on the following items:
- 4.16.7.1** Financial resources.
 - 4.16.7.2** Personnel resources.
 - 4.16.7.3** Executives and key person resumes.
 - 4.16.7.4** Ability to meet delivery and service schedules.
 - 4.16.7.5** Ability to meet specifications quality requirements.
- 4.16.8** Requests for Clarification by Vendors: Any vendor may request that the University clarify any information contained in this Request for Proposal to establish a Uniform Purchase, Rental and Laundering Service Agreement. All such requests must be made in writing to:

Kristin Allen
Purchasing Agent I
University of Connecticut
3 North Hillside Road Unit 6076
Storrs, CT 06269-6076

The University will provide a written response to all written requests for clarification within five (5) business days after its receipt of such request. The University will not respond to any request for clarification received by the University after the close of business ten (10) days prior to opening of this RFP. The University's response to any request for clarification, together with a copy of the request for clarification, will be provided contemporaneously by the University to each party receiving this RFP.

Under no circumstances, may any vendor or its representative contact any employee or representative of the University regarding the RFP prior to the closing date, other than as provided in this section. Strict adherence to this important procedural safeguard is required and appreciated.

Any violation of this condition may result in vendor being considered non-compliant and ineligible for award.

4.17 Requests for Clarification by the University: The University may request that any vendor clarify or supplement any information contained in any Uniform Purchase, Rental and Laundering Service Program RFP. Vendors are required to provide a written response within ten (10) business days of receipt of any request for clarification by the University.

4.18 Communications between the University and the Vendor:

4.18.1 Informal Communications:

From the date of receipt of this RFP by each vendor until a binding contractual agreement exists with the selected vendor and all other vendors have been notified or when the University rejects all proposals, **informal communications regarding this procurement shall cease.** Informal communications shall include but not be limited to:

4.18.1.1 Requests from the vendors to any department(s) at the University, for information, comments, speculation, etc; and

4.18.1.2 Requests from any department at the University, or any employee of the University for information, comments, speculation, etc.

4.18.2 Formal Communications:

From the date of receipt of this Request for Proposal by each vendor until a binding contractual agreement exists with the selected vendors and all other vendors have been notified or when the University rejects all proposals, all communications between the University and the vendors will be formal, or as provided for in this Request for Proposal. Formal communications shall include but not be limited to:

- A. Pre-Bid Conference
- B. Oral Presentations
- C. Pre-Award Negotiations

4.18.3 ANY FAILURE TO ADHERE TO THE PROVISIONS SET FORTH IN 4.17.1 AND 4.17.2 ABOVE MAY RESULT IN THE REJECTION OF ANY SUPPLIER'S PROPOSAL OR CANCELLATION OF THIS REQUEST FOR PROPOSAL.

4.19 Additional Contract Requirements: The University anticipates that the Uniform Purchase, Rental and Laundering Service Program will include additional contract requirements including, but not limited to, the following:

4.19.1 License: The Uniform Purchase, Rental and Laundering Service Agreement will not grant the Uniform Purchase, Rental and Laundering Service Supplier a license or other right to duplicate or use any image or intellectual property of the University in any manner other than as may be expressly approved in writing in connection with the performance of the contract.

4.19.2 Advertisements: Unless specifically authorized in writing by University Communications on a case by case basis, the contractor shall have no right to use, and shall not use, the name of the University of Connecticut, its officials or employees, or the Seal of the University, a) in any advertising, publicity, promotion; nor b) to express or imply any endorsement of contractor's products or services; nor c) to use the name of the state, its officials or employees or the University seal in any manner (whether or not similar to uses prohibited by subparagraphs (a) and (b) above) except only to manufacture and deliver in accordance with this agreement such items as are hereby contracted by the University.

4.19.2.1 Licensed Merchandise: Pre-authorization must be received from the Division of Athletics licensing coordinator for the use of University's names, marks, and logos.

4.19.3 Patent and Copyright:

4.19.3.1 The Uniform Purchase, Rental and Laundering Service Supplier shall pay all royalties, license fees, and patent to invention rights, or copyrights or trade and service marks and defend all suits or claims for the infringement of any patent or invention right or copyrights or trade and service marks involved in the items furnished in commitment with the Uniform Purchase, Rental and Laundering Service Agreement.

4.19.3.2 The Uniform Purchase, Rental and Laundering Service Supplier will hold and save the University and its officers, agents, servants, and employees harmless from liability of any nature or kind, including cost and expenses for, or on account of any patented or unpatented invention, process, article, or appliance furnished in the performance of the Uniform Purchase, Rental and Laundering Service Agreement including its use by the owner, unless otherwise specifically stipulated.

4.19.3.3 Copyrights for any item specified shall be the property of the University and insure to its benefit and vendor shall execute such documents, as University may require, for the perfection thereof.

4.19.3.3.1 OSHA Compliance: All items to be furnished hereunder shall meet all applicable State and Federal requirements of the Occupational Safety and Health Act. All alleged violations and deviations from said state and federal regulations or standards of the items or services to be furnished hereunder, must be set forth on the proposed requirements and criteria in the proposal response. Or, if at any later date the items or services contained herein shall not meet all applicable state and federal requirements after the vendor is awarded the contract hereunder,

the vendor must notify the University's Director of Procurement & Logistical Services immediately by registered mail.

- 4.20 **Payment Terms:** Payment Terms shall be **2% 15 DAYS NET 45 DAYS** unless otherwise stated in Section X.
- 4.21 **F.O.B. Point/Minimum Order:** All pricing/discounts shall be F.O.B. destination point (no exceptions). There shall be no minimum order amount either for rental items, purchase items or replacement/repairs.

PART V
SPECIFICATIONS

- 5.0** **Information Provided by the University:** The University has, in this Request for Proposal and otherwise, provided vendors with information relating to the University, its current operations and Uniform Purchase, Rental and Laundering Services.

The University has provided each identified vendor with the opportunity to independently collect, review and verify any information provided by or on behalf of the University. The University assumes no responsibility or liability for the adequacy or accuracy of any information provided by the University, its agents, employees or representatives. The vendor agrees to waive any claim or defense to any claim relating to the adequacy or sufficiency of any information provided prior to the execution of the anticipated Uniform Purchase, Rental and Laundering Service Agreement.

- 5.1** **Contract Administration Planning and Future Opportunities:** The proposal should offer specific suggestions regarding contract administration, reporting, planning and dispute resolution. The University is particularly interested in a program with an IT solution such as electronic tracking via bar-coding and Sales Representation on campus to inherit the administrative portion of this contract.

The University recognizes the value of a long-term commitment to a Uniform Purchase, Rental and Laundering Service relationship. Yet, it is difficult, if not impossible, to anticipate all events and activities which might materially affect the ability of the Uniform Purchase, Rental and Laundering Service Agreement to achieve its intended objectives. Certain terms and conditions can and will be stated in dynamic and unambiguous terms. For example, the University will require that all rented garments be maintained in good or better condition (to be determined by the University) and replaced at no charge to the University.

- 5.2** **Pricing:** Pricing commitments must be guaranteed for a minimum of a three (3) year period. After the initial three (3) year period, the prices quoted in response to this Request for Proposal may be adjusted up or down in an amount not to exceed the Consumer Price Index (CPI), appropriate for the commodity, as published by the United States Department of Labor. The University will expect any increases to be consistent with those applied to other customers of comparable size and nature. Recommendations for a procedure to review requested increase in price should be specifically addressed.

- 5.2.1** The proposal should provide a plan for performance standards, collection/payment procedures and all other attributes of your Uniform Purchase, Rental and Laundering Service Program.
- 5.2.2** Additional charges such as Fuel Surcharges, Environmental Fees, etc. will not be allowed at anytime during the life of this contract.
- 5.2.3** As the needs of the University may change or additional departments want to participate in this program, their requirements will become part of this contract on an as needed basis. All pricing offered for additional requirements must be consistent with the initially awarded price structure. Please include in your proposal how your firm intends to service these types of needs.

- 5.3** **Substitute Products/Approved Equal:**

- 5.3.1** When a brand name is specified, it shall be construed solely for the purpose of indicating the standard or performance, aesthetic effect, quality, and features desired unless expressly stated elsewhere herein. Any other manufacturer will constitute an alternate

and must be approved prior to acceptance. Any RFP containing a brand which is not of comparable aesthetic effect, quality, performance and features desired must have been represented as a substitute and will not be accepted as an "equal". Any failure to properly represent an RFP shall be considered justification for rejecting an offer as non-compliant. The University shall make the final determination regarding the acceptance and/or equivalency of the proposed alternate(s) to these specifications upon its review of the specifications, product data, submittals, and/or sample (if requested) or other information submitted in support of the proposed alternate(s). The University shall further reserve the right to reject any item or group of items determined to be non-compliant as a result of this evaluation.

- 5.3.2** Complete specifications of alternate brands/products to those specified must be included with the RFP response to allow for proper evaluation. Samples of same may be required and shall be provided within five (5) business days of receipt of faxed request. Failure to provide the samples by the specified date may cause the University to reject your firm's response as non-compliant.

5.4 Service:

- 5.4.1** The University is committed to exemplary service. The Uniform Purchase, Rental and Laundering Service Agreement Plan should describe the service and quality control program proposed by the Uniform Purchase, Rental and Laundering Service Supplier.
- 5.4.2** New employees shall receive garments within two (2) weeks.
- 5.4.3** All garments shall be repaired and/or replaced as requested by the University as part of the weekly charge per person at no additional costs to the University.
- 5.4.4** All alterations as requested by the University shall be part of the weekly charge per person at no additional costs to the University.
- 5.4.5** All repairs, replacements and alterations shall be handled via department contact person and assigned Sales Representative. Any replacement of items shall take no longer than one (1) week. Please describe in detail your company's method of keeping track of repairs, replacements and alterations.
 - 5.4.5.1** The successful vendor will conduct on site fittings for uniforms as requested by each individual department at no additional costs to the University.
- 5.4.6** Delivery changes. Please describe pick up and delivery capabilities in detail. Submit your tentative delivery schedule based on the enclosed departmental information gathered and indicate what day/days of the week services will be done.
- 5.4.7** Design, application and fabrication of University emblems and employee name identification shall be included as part of the University program.
- 5.4.8** The successful vendor shall be able to provide a wide variety of styles in comfortable, contemporary materials and colors. A full line of styles must be available for both men and women.
 - 5.4.8.1** Short sleeve and long sleeve shirts must be available with button fronts and pocket flaps.
 - 5.4.8.2** Pants shall be regular industrial style pant with slash pockets.

- 5.4.8.3 Fabric blends required: 65% polyester / 35% cotton and 100% cotton.
- 5.4.8.4 Nomex garments (see www.nfpa.org for guidelines of rating requirements specifically the NFPA 70E)
- 5.4.8.4 Hot and cold weather weight uniforms must be available (or a combination/year round weight uniform should be offered)
- 5.4.8.5 All rental garments must be new throughout the term of the contract.
- 5.4.8.6 All new hires shall receive new garments with tags intact throughout the life of the contract.
- 5.4.8.7 Upon the determination of the University, replacements items for worn, tattered, destroyed, etc. items will be provided at no cost to the University.
- 5.4.8.8 Absolutely no seconds or gently used garments are acceptable for new hires or replacement items unless otherwise specified by the using department.
- 5.4.8.9 Garments must be bundled and marked by department. Departments to be further separated by employee and clearly marked with the employee's name.
- 5.4.9 Should the University require a change in style and/or color of garment during the initial term of the contract, please describe in detail how such change would be handled and specify additional costs (if applicable).
- 5.4.10 Discuss in detail your company's ability to handle specialized garments (i.e. Police and Fire Uniforms and FR garments). Please provide a detailed explanation of your company policy and procedure in the laundering of FR garments (Nomex) as well as training programs for employees handling these types of garments.
- 5.4.11 Describe in detail any special individual considerations regarding departments who own their garments and will only require laundry and dry cleaning services.
- 5.4.12 Describe in detail your company's procedure regarding total replacement of worn/exhausted garments with new during term of contract.
- 5.4.13 Describe in detail your company's policy should a University department fail to turn in garments on the appointed day/time. The University will not be responsible for the full cost of unreturned garments over one (1) year old. Please provide a depreciative cost matrix for this scenario.
- 5.5 **Laundering:** Articles to be rented and laundered shall be done in accordance with the best standard commercial methods, or as specified elsewhere in this RFP.
 - 5.5.1 All laundering shall be handled in such a manner as to prevent shrinkage.
 - 5.5.2 Chemicals injurious to fabrics shall not be used (Ex. Bleach is not allowed in the laundering of Nomex garments).
 - 5.5.3 All work shall be performed under good sanitary conditions.
 - 5.5.4 All articles shall be free from solvent, soapy or other objectionable odors.

- 5.5.5 All workmanship shall be first class. It is intended that these specifications include everything requisite and necessary to complete finished work in every detail. All laundered articles shall be delivered in first-class condition.
- 5.5.6 All articles laundered will be subject to inspection by the ordering department, and any articles showing unsatisfactory workmanship will be returned to the vendor for necessary adjustment at no extra cost. Garments must be wrinkle-free and press-mark free.
- 5.5.7 Article tendered for laundering shall be called for and delivered by vendor on such days as may be specified by the department. The vendor shall furnish approved suitable bags, baskets, or other container, in which laundry will be placed by the department before delivery to the vendor and shall be returned by latter, segregated and marked, tagged or barcoded for identification in the same manner as received. All labor for loading or unloading shall be furnished by the vendor.
- 5.5.8 Vendor's plants are subject to inspection on approval prior to the awarding of contract.
- 5.6 **Additional Costs:** Please specify any/all additional costs not mentioned above.
- 5.7 **Invoices/Acknowledgements/Packing Slips** – Each of these documents must be itemized and show both the purchase order number and the agreement number. Additionally, invoices must be itemized by employee and presented in a format acceptable to the University. Please submit a sample invoice with bid response.
- 5.8 **Samples:** Clothing samples with logos may be requested for review by the University at no cost to the University. Samples of your company's means for identifying garments (i.e. barcoding, tagging, etc.) may also be requested. If samples are requested, they must be submitted within ten (10) business days of written request by the University.
- 5.9 **Facilities:** The Facilities Department has approximately 200 employees requiring uniforms. The requirements for facilities are as follows:
 - 5.9.1 Weekly pick up and delivery to all campus locations as follows: Facilities Operations Building, Central Utility Plant, Zone 1 Physics 3rd Floor, Zone 2 New Chemistry, Zone 3 (temporary location), Zone 4 WB Young, Water Pollution Control Facility, Landscape Barn.
 - 5.9.2 Weekly invoices to 22 separate areas within the facilities department. Invoices must be in duplicate so that one copy may be sent to accounts payable.
 - 5.9.3 A weekly meeting with the Facilities department representative is required for review, deliveries, repairs, replacements and size changes.
 - 5.9.4 A sizing kit must be housed at the Facilities location.
 - 5.9.5 A wide size range must be available from extra small to 63/64 waist. There are currently approximately 24 employees in the 3X to 4X range.
 - 5.9.6 The vendor must replace / repair garments that are worn or torn at the request of the department at no cost to the University **including logo application.**
 - 5.9.7 The vendor must provide a form for size changes, style changes, replacements, repairs, and quits.

- 5.9.8 There will be no additional charges for resizing of employees due to weight loss/gain.
- 5.9.7 Jeans must be replaced at a minimum of 3 times per year for wear and tear at no cost. More often if jeans are in very poor condition.
- 5.9.8 It is estimated that sizing for the facilities department 3 shifts will take approximately four days. New employees must be sized by vendor when they are hired.
- 5.10 **Police/Fire Department:** Service requirements for these two departments will be mostly laundering and dry-cleaning. The laundered items consist mainly of shirts, pants, sweatshirts, T-Shirts and coveralls. The dry-cleaned items consist of dress uniforms, outer wear and work shirts which in many cases have patches and/or stripping to be taken into consideration.
- 5.11 **New Items:** Products introduced during the term of the contract, which are a part of the same product line offered, shall become a part of the contract. Prices to the University for these products shall be the lower of either the introductory price or the established list price, each less the discount bid herein.
- 5.12 **Sales Representation:** The University expects all proposals will take into consideration the costs of adequate service for a large and diverse account. Reasonable services shall include prompt problem solving and physical representation to each department and its major users on a set schedule, or as required. Any firm awarded a contract will maintain service levels which are deemed necessary by the University to satisfactorily service the account. At a minimum, this shall include on-site representation as necessary and a customer service contact at the factory.
- 5.12.1 Sales representation shall also include end user instruction on the use, care, and maintenance of the products offered on an “as needed” basis.
- 5.12.2 Please indicate name, telephone number, email address and years of experience of individual(s) who will handle this account as an on-site sales representative in Part VIII, Form of Proposal. Please attach resume.
- 5.12.3 The University reserves the right to have final sign-off approval on the recommended sales representative assigned to the University account by the vendor.
- 5.13 **Proposal Alternatives:**
The University is soliciting proposals to support existing Uniform Rental and Cleaning Service sales and distribution channels. Proposals should support existing operations and describe opportunities and strategies to modify and/or improve existing distribution or operations. The University is specifically requesting recommendations on how to maximize the opportunities available to a Uniform Purchase, Rental and Cleaning Service Relationship. In addition, the University is soliciting specific proposal alternatives identified in this section. Alternate Proposals should include responses, described in sufficient detail, to allow the University to evaluate the benefits of each option. The University may incorporate alternatives in the overall agreement or may decide to make separate agreements for these alternatives. **UNLESS OTHERWISE SPECIFIED, ALL TERMS, DEFINITIONS, INSTRUCTIONS AND INFORMATION OTHERWISE PROVIDED IN THIS REQUEST FOR Uniform Rental and Cleaning Service PROPOSAL SHALL APPLY TO ALL PROPOSAL ALTERNATIVES.**

PART VI
CONNECTICUT COLLEGES PURCHASING GROUP

The University of Connecticut is a member of the Connecticut Colleges Purchasing Group (CCPG), a statewide purchasing consortium of educational institutions. As such, the University would like to extend any product pricing resulting from this solicitation for a Uniform Purchase, Rental and Cleaning Service, to all CCPG members as noted below. Bidders may indicate below their preference in this matter.

- I (we) agree that any product pricing resulting from this bid will be extended to the members of the Connecticut Colleges Purchasing Group (CCPG), with the same pricing, terms and conditions as proposed herein.

Yes _____ No _____

Signature

(Title)

Printed Name

(Date)

Current Participating Institutions

Albertus Magnus College
American School for the Deaf
Asnuntuck Community College
Board of Trustees for Community Colleges
Capital Community College
Central Connecticut State University
Charter Oak College
Connecticut State University System
Eastern Connecticut State University
Fairfield University
Gateway Community College
Hartford Seminary
Holy Apostles College & Seminary
Housatonic Community College
Kingswood-Oxford School
Manchester Community College
Middlesex Community College
Mitchell College
Naugatuck Valley Community College

Norwalk Community College
Quinebaug Valley Community College
Quinnipiac University
Rensselaer at Hartford
Sacred Heart University
Saint Joseph College
Southern Connecticut State University
Teikyo Post University
The Hotchkiss School
Three Rivers Community College
Trinity College
Tunxis Community College
University of Connecticut
University of Hartford
University of New Haven
Wesleyan University
Western Connecticut State University
Yale University

**PART VII
REFERENCES**

Proposals should include five institutions, of similar or the same size, where your organization is currently providing Uniform Purchase, Rental and Laundering Services of the type you are proposing for the University of Connecticut. Please include name, e-mail address and telephone number of a contact person at each institution. **Reference checks will be performed electronically; please be sure the e-mail address provided is current and the reference has been notified of this forthcoming electronic transmission.**

Reference #1

Company	
_____	_____
Contact	Telephone No.
_____	_____
Title	Email

Reference #2

Company	
_____	_____
Contact	Telephone No.
_____	_____
Title	Email

Reference #3

Company	
_____	_____
Contact	Telephone No.
_____	_____
Title	Email

Reference #4

Company	
_____	_____
Contact	Telephone No.
_____	_____
Title	Email

Reference #5

Company	
_____	_____
Contact	Telephone No.
_____	_____
Title	Email

PART VIII
FORM OF PROPOSAL

Date: 9/26/2006

TO: University of Connecticut
Purchasing Department
3 North Hillside Road Unit 6076
Storrs, CT. 06269-6076

1. The undersigned proposer, in response to our Request for Proposal for a Uniform Purchase, Rental and Laundering Service Provider, having examined the proposal documents and being familiar with the conditions surrounding the proposed products and services, hereby proposes to provide such products and services meeting the requirements outlined in this Request for Proposal, in accordance with the proposal attached hereto.
2. Proposer acknowledges receipt of the following addenda which are a part of the bidding documents: _____, _____, _____, _____, _____, _____.
3. Proposer understands that the University reserves the right to reject any and all proposals, waive irregularities or technicalities in any offer, and accept any offer in whole or in part which it deems to be in its best interest.
4. Proposer agrees that this offer shall be good and may not be withdrawn for a period of 90 days after the public bid opening.
5. Proposer hereby certifies: (a) that this proposal is genuine and is not made in the interest of or on behalf of any undisclosed person, firm or corporation; (b) that the proposer has not directly or indirectly induced or solicited any other proposer to put in a false or sham bid; (c) that the proposer has not solicited or induced any person, firm or corporation to refrain from bidding; and (d) that the proposer has not sought by collusion to obtain any advantage over any other proposer or over the University.
6. Proposer agrees that the response to this proposal is a legal and binding offer and the authority to make the offer is vested in the signer. Minor differences and informalities will be resolved by negotiation prior to acceptance of the offer.
6. Is proposer *currently* a State of Connecticut Small Business Enterprise and *certified* with DAS?
Yes () If yes, a Copy of the Certificate must be attached to your proposal
No ()
7. Payment Terms: _____
8. Sales Representative (Please attach Resume):
Name: _____
Telephone: _____
Email: _____
Years of Experience: _____

9. Please indicate up charges for the following:
- 9.1 Replacement preparation charge \$_____ per garment.
 - 9.2 Environmental charge \$_____ per person per week. Billing weekly/monthly/annually ?
 - 9.3 Bio Hazard Cleaning Charge \$_____ per month.
 - 9.4 University supplied emblem emblem sewn on garment \$_____ per/each.
 - 9.5 Vendor supplied emblem sewn on garment \$_____ per/each.
 - 9.6 University employee name silkscreened on garment \$_____ per/each.
 - 9.7 Vendor supplied patch at cost plus _____ %.
 - 9.8 University logo embroidered on garment \$_____ per/each.
 - 9.9 Industrial washing per load for rented items \$_____ per load.
 - 9.10 Provide pricing for **laundrying only** of University owned garments. Types of garments to be laundered include but are not limited to: Fire/Police uniform items, labcoats, scrubs, towels, uniform shirts, pants and jackets.
 - 9.11 Provide pricing for **dry cleaning only** of University owned garments. This would consist mostly of the Fire and Police Departments dress uniforms.

10. **The following Market Baskets must be completed with pricing.**
 These market baskets are representative of the majority of the uniform requirements for the University however additional items may be required based on the pricing submitted in the market baskets.

Charges for replacement garments/patches and sizing above XL should be built into these quoted prices. Freight and/or delivery charges must be included in this pricing as well.

There are four required prices for each item:

- 1) Purchase price per garment.
- 2) Price per garment for the rental and repair of the item by the vendor but washed by the employee.
- 3) Price per garment for the rental, repair, laundrying and wrinkle-free delivery of item by the vendor.
- 4) Price per garment for the rental, repair, dry-cleaning and wrinkle-free delivery of item by the vendor.

Market Basket A:

DuPont Nomex IIIA Aramid Fiber, Inherently Flame Resistant Garments.

Market Basket B:

100% Cotton Uniform Garments/Combination Fabric Outerwear

MARKET BASKET A							
Item	Style #	Color	Protection	Purchase Price per garment	Price Per Garment for the rental and repair of the item by the vendor but washed by employee	Price per Garment for the rental, repair, laundering and wrinkle-free delivery of item by the vendor	Price per Garment for the rental, repair, dry-cleaning and wrinkle-free delivery of item by the vendor
Button Front Deluxe Shirt Long Sleeve (4.5 oz.)	SND2GB	Gulf Blue	Arc Rating ATPV 4.8 calories/cm2				
Long Sleeve Henley Shirt (6.2 oz.)	SNL2TN	Tan	Arc Rating ATPV 6.8 calories/cm2				
Short Sleeve Henley Shirt (6.2 oz.)	SNL8TN	Tan	Arc Rating ATPV 6.8 calories/cm2				
Fleece Sweatshirt (9 oz.)	SNH2NV	Navy	Arc Rating ATPV 11.8 calories/cm2				
Zipper Front Sweatshirt (10 oz.)	SNH6NV	Navy	Arc Rating ATPV 17.0 calories/cm2				
Men's Work Pant (7.5 oz.)	PNW8NV	Navy	Arc Rating ATPV 6.7 calories/cm2				
Women's Work Pant (7.5 oz.)	PNW9NV	Navy	Arc Rating ATPV 6.7 calories/cm2				
Men's Jean Style Pant (7.5 oz.)	PNJ8NV	Navy	Arc Rating ATPV 6.7 calories/cm2				
Women's Jean Style Pant (7.5 oz.)	PNJ9NV	Navy	Arc Rating ATPV 6.7 calories/cm2				
Contractor Coverall (4.5 oz.)	CNC2NV	Navy	Arc Rating ATPV 4.8 calories/cm2				
Contractor Coverall (4.5 oz.)	CNC2OR	Orange	Arc Rating ATPV 4.8 calories/cm2				
Lab Coat (6 oz.)	KNL2RB	Royal	Arc Rating ATPV 5.7 calories/cm2				
Lined Bomber Jacket (5.3 oz.)	JNJ8NV	Navy	Arc Rating ATPV 14.9 calories/cm2				
Fleece Vest Jacket Liner (10 oz.)	LNS6NV	Navy	Arc Rating ATPV 17.0 calories/cm2				
Vest Style Jacket Liner (14.5 oz.)	LNS2NV	Navy	Arc Rating ATPV 44.1 calories/cm2				
Zip-In/Zip-Out Jacket (6 oz.)	JNW2NV	Navy	Arc Rating ATPV 5.7 calories/cm2*				
Zip-In/Zip-Out Liner (12.6 oz.)	LQL2NV	Navy	Arc Rating ATPV 60.0 calories/cm2*				

MARKET BASKET A							
Item	Style #	Color	Protection	Purchase Price per garment	Price Per Garment for the rental and repair of the item by the vendor but washed by employee	Price per Garment for the rental, repair, laundering and wrinkle-free delivery of item by the vendor	Price per Garment for the rental, repair, dry-cleaning and wrinkle-free delivery of item by the vendor
Deluxe Parka (19.5 oz.)	JNP2NV	Navy	Arc Rating ATPV 69.5 calories/cm2				
Univeral Fit Snap-On Insulated Hood (19.5 oz.)	HNH2NV	Navy	Arc Rating ATPV 69.5 calories/cm2				
Knit Balaclava (Face Protection) (14 oz.)	HNB2NA	Natural	Arc Rating ATPV 26.0 calories/cm2				
*When jacket is worn with LQL2 Liner Arc Rating ATPV is 60.0 calories/cm2							

	Price Per Garment
Nomex Employee Name Patch Sewn Onto Garment Using Nomex Thread (White Patch/Navy Thread) Shirts/Jackets/Vest	
Nomex Company Name/Logo Patch Sewn Onto Garment Using Nomex Thread (White Patch/Navy Thread) Shirts/Jackets/Vest	
Embroider Employee Name Directly onto Garment Using Nomex Thread (White, Navy, or Black Thread) Shirts/Jackets/Vest/Sweatshirt. (Gulf Blue Long Sleeve Button Down Shirt - Supply Three Samples Embroidered, one each, in Navy, White, and Black; Navy Vest, Jacket, and Sweatshirt Samples to be Embroidered in White).	
Embroider Company Name/Logo Directly onto Garment Using Nomex Thread (White, Navy, or Black Thread) Shirts/Jackets/Vest/Sweatshirt. (Gulf Blue Long Sleeve Button Down Shirt - Supply Three Samples Embroidered, one each, in Navy, White, and Black; Navy Vest, Jacket, and Sweatshirt Samples to be Embroidered in White).	
Silkscreen Company Name/Logo onto Henley's (White or Navy Silkscreen). Supply One Sample of Each Silkscreen Color Requested.	

Application of patches, embroidery, and silkscreen on shirt, vest, sweatshirt, henley, and jacket samples if requested is as directed above.

MARKET BASKET B							
Item	Style #	Color	Fabric	Purchase Price per garment	Price Per Garment for the rental and repair of the item by the vendor but washed by employee	Price per Garment for the rental, repair, laundering and wrinkle-free delivery of item by the vendor	Price per Garment for the rental, repair, dry-cleaning and wrinkle-free delivery of item by the vendor
Button Front Long Sleeve Uniform Shirt		Light Blue	100% Cotton				
Button Front Short Sleeve Uniform Shirt		Light Blue	100% Cotton				
Men's Oxford Style Short Sleeve Shirt, button down collar		Variety of solids and stripes	100% Cotton				
Men's Oxford Style Short Sleeve Shirt, button down collar		Variety of solids and stripes	Cotton/Poly Blend				
Women's Oxford Style Short Sleeve Shirt, button down collar		Variety of solids and stripes	100% Cotton				
Women's Oxford Style Short Sleeve Shirt, button down collar		Variety of solids and stripes	Cotton/Poly Blend				
Men's Wrangler Relaxed Fit Jeans		Denim	100% Cotton				
Men's BIG BEN Straight Leg Jeans		Denim	100% Cotton				
Women's Wrangler Jeans: Aura, Short Rise, S/M/T Lengths		Denim	100% Cotton				
Women's Wrangler Jeans: Blues, Relaxed Fit. Relaxed Seat & Thigh, Tapered Leg, Average Rise		Denim	100% Cotton				
Men's Work Pant		Navy	100% Cotton				
Women's Work Pant		Navy	100% Cotton				

MARKET BASKET B							
Item	Style #	Color	Fabric	Purchase Price per garment	Price Per Garment for the rental and repair of the item by the vendor but washed by employee	Price per Garment for the rental, repair, laundering and wrinkle-free delivery of item by the vendor	Price per Garment for the rental, repair, dry-cleaning and wrinkle-free delivery of item by the vendor
Work Style Jacket		Navy	100% Cotton				
Vest		Navy	100% Cotton				
Coveralls		Navy	100% Cotton				
Ultimate Outer Banks Polo (Men's)	OB11	Multiple	100% Cotton				
Ultimate Outer Banks Polo (Women's)	OB12	Multiple	100% Cotton				
Hanes Beefy-T with Pocket	5190P	Multiple	100% Cotton				
Long-Sleeve Jersey Tee (Champion)	CC88	Navy	100% Cotton				
Long-Sleeve Heavyweight Tee (Hanes)	5286	Multiple	100% Cotton				
Hanes Full-Zip Hooded Sweatshirt	F280	Multiple	90% Cotton/10% Poly				
Hanes Pullover Hooded Sweatshirt	F170	Multiple	90% Cotton/10% Poly				
Hanes Crewneck Sweatshirt	F260	Multiple	90% Cotton/10% Poly				
5-Panel Twill Structured Cap	BX011	Navy	100% Cotton				
Tri-Mountain Jacket Express Windproof/Waterproof	8990	Multiple	100% Nylon Oxford				
Tri-Mountain Jacket Multi-Season 3-in-1	9060	Multiple	Nylon				
Men's Pleated Shorts		Multiple	65% Cotton/35% Poly				
Women's Pleated Shorts		Multiple	65% Cotton/35% Poly				
Men's Long Sleeve Shirts		Denim	Cotton/Poly Blend				
Women's Long Sleeve Shirts		Denim	Cotton/Poly Blend				

MARKET BASKET B							
Item	Style #	Color	Fabric	Purchase Price per garment	Price Per Garment for the rental and repair of the item by the vendor but washed by employee	Price per Garment for the rental, repair, laundering and wrinkle-free delivery of item by the vendor	Price per Garment for the rental, repair, dry-cleaning and wrinkle-free delivery of item by the vendor
Men's Short Sleeve Shirts		Denim	Cotton/Poly Blend				
Women's Short Sleeve Shirts		Denim	Cotton/Poly Blend				

	Price Per Garment
100% Cotton Employee Name Patch Sewn Onto Garment Using Cotton Thread (White Patch/Navy Thread) Shirts/Jackets/Vest	
100% Cotton Company Name/Logo Patch Sewn Onto Garment Using Cotton Thread (White Patch/Navy Thread) Shirts/Jackets/Vest	
Embroider Employee Name Directly onto Garment Using Cotton Thread (White Thread on Navy Sweatshirt).	
Embroider Company Name/Logo Directly onto Garment Using Cotton Thread (White Thread on Navy Sweatshirt).	
Silkscreen Company Name/Logo onto T-Shirt (White Silkscreen on Royal T-Shirt).	

Application of patches, embroidery, and silkscreen on shirt, vest, sweatshirt, t-shirt, and jacket samples if requested is as directed above.

FIRM: _____ **BY:** _____

ADDRESS: _____ **TITLE:** _____

_____ **DATE:** _____

PHONE #: _____ **FAX #:** _____

F.E.I.N. #: _____ **EMAIL:** _____

PART IX
VENDOR'S QUALIFICATION STATEMENT

All vendors are required to file this form, properly completed, WITH THEIR RESPONSE. Failure of a vendor to answer any question or provide required information may be grounds for the awarding authority to disqualify and reject their proposal. If a question or request for information does not pertain to your organization in any way, use the symbol "NA" (Not Applicable). Use additional 8 1/2" x 11" sheets with your letterhead as necessary.

1. Indicate exactly the name by which this organization is known:

Name _____.

2. How many years has this organization been in business under its present business name?

Years? _____.

3. Indicate all other names by which this organization has been known and the length of time known by each name:

1. _____

2. _____

3. _____

4. What is the primary commodity/service provided by this business? How many years has this organization been in business providing this commodity/service?

Commodity/Service _____

Years? _____

How many years in the Uniform Rental Business? _____

5. This firm is a: _____ Corporation _____ Partnership _____ Sole Proprietorship

_____ Joint Venture _____ Other

_____ Women Owned _____ Minority Business _____ Set Aside Contractor

6. **Provide names** all supervisory personnel, such as Principals and Supervisors, , who will be **directly** involved with the contract on which you are now a bidder. Indicate the number of years of experience and number of years of which they have been in a Supervisory capacity.

Name	Years/supervisor	Telephone/Fax #'s
_____	_____	ph _____
Email _____		fx _____
_____	_____	ph _____
Email _____		fx _____

7. Sales Representative: Provide the following information from Section V, 5.14.

Name _____

Addresses _____

Telephone Number _____

Years of experience _____

8. Customer Representative at factory:

Name _____

Addresses _____

Telephone Number _____

8. Trade References: Names, addresses and telephone numbers of several firms with whom your organization has regular business dealings:

(Attach additional sheet if necessary)

9. Has your organization ever failed to complete a contract, or has any officer or partner of your organization ever been an officer or partner of another organization that failed to complete a contract? If so, indicate the circumstances leading to the project failure and the name of the company which provided the bonding for the failed contract(s):

10. List all legal or administrative proceedings currently pending or concluded adversely within the last five years which relate to procurement or performance of any public or private service/maintenance contracts.

1. _____ Attached 2. _____ N/A

Dated _____

Name of Organization: _____

Address: _____

Telephone: _____ Fax: _____

Toll Free Telephone _____

Email Address _____

Signature _____

(Print Name) _____

Title _____

PART X
DIRECTIONS
UNIVERSITY OF CONNECTICUT

DIRECTIONS TO NORTH PARKING GARAGE

Directions from Hartford to North Parking Garage

1. Take **I-84 east** to **Exit 68**. Turn right at the end of the exit onto **Rte 195 South** towards Mansfield.
2. Continue on **Rte 195 South**. It is about 7 miles to the Storrs UConn campus.
(You will come to the intersection of Rte 195 and Rte 32 after about 4 miles—proceed straight ahead. Next, you will come to the intersection of Rte 195 and Rte 44—this is known as Mansfield Four Corners. Continue straight ahead—the campus is about a mile away.)
3. As you enter the campus, there are dorms on your right and a large agricultural field on your left. At the bottom of the hill, get into the right hand lane and turn right at the traffic light onto **North Eagleville Road** (on your right at the corner is a church with a white steeple).
4. Proceed straight on North Eagleville Road until the **second traffic light**. At the second traffic light, turn left onto **Hillside Road**. Parking Garage is on your left.

Directions from Bradley Airport (Hartford) to North Parking Garage

1. As you leave Bradley Airport, follow signs towards I-91 and take **I-91 South toward Hartford**.
2. From I-91 South, take **Exit 35A** onto **Rte 291 East towards Manchester**.
3. Rte 291 cuts across to I-84. Take **I-84 East towards Boston**.
4. Take **Exit 68** off of I-84. Turn right at the end of the exit onto **Rte 195 South** towards Mansfield.
5. FOLLOW # 2 THROUGH # 4 ABOVE, “Directions from Hartford to North Parking Garage.”

Directions from New York City/New Haven to North Parking Garage

1. From New York City, take **I-95 North to New Haven**. Then take **I-91 North towards Hartford**.
2. Just before Hartford, take **I-84 East towards Boston**.
3. Take **Exit 68** off of I-84. Turn right at the end of the exit onto **Rte 195 South** towards Mansfield.
4. FOLLOW # 2 THROUGH # 4 ABOVE, “Directions from Hartford to North Parking Garage.”

Directions from Boston to North Parking Garage

1. Take the **Mass Pike (Rte 90) West**.
2. Take the **Sturbridge Exit for I-84 towards New York City and Hartford**.
3. Continue on **I-84 West**. Take **Exit 68** off of I-84. Turn left at the end of the exit onto **Rte 195 South** towards Mansfield.
4. FOLLOW # 2 THROUGH # 4 ABOVE, “Directions from Hartford to North Parking Garage.”

ATTACHMENT A
Provisions of this Contract Required by Connecticut General Statutes 4a-60

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

(b) For purposes of this section, "Minority Business Enterprise" means any small Contractor or supplier of materials fifty-one percent or more of the capitol stock, if any, or assets of which is owned by a person or persons: (1) who are active in the daily affairs of the enterprise, (2) Who have the power to direct the management and policies of the enterprise and (3) who are member of a minority, as such term is defined in subsection (a) of section (32-9n); and "good faith efforts" shall include, but shall not be limited to, those reasonable initial efforts necessary to comply with statutory or regulatory requirements and additional or substituted efforts when it is determined that such initial efforts will not be sufficient to comply with such requirements.

(c) Determination of a Contractor's good faith efforts shall include but not be limited to the following factors: The Contractor's employment and subcontracting policies, patterns and practices; affirmative advertising, recruitment and training; technical assistance activities and other such reasonable activities efforts as the Commission may prescribe that are designed to ensure the participation of minority business enterprises in public works projects.

(d) The Contractor shall develop and maintain adequate documentation, in a manner prescribed by the Commission, of its good faith efforts.

(e) The Contractor shall include the provisions of subsection (a) of this section in every subcontract or purchase order entered into in order to fulfill any obligation of a contract with the State and such provisions shall be binding on the subcontractor, vendor or manufacturer unless exempted by regulations or orders of the Commission. The contractor shall take such action with respect to any subcontract or purchase order as the Commission may direct as a means of enforcing such provisions including sanctions for noncompliance in accordance with section (46a-56); provided, if such Contractor becomes involved in, or is threatened with litigation with a subcontractor or vendor as a result of such direction by the Commission, the Contractor may request the State of Connecticut to enter into any such litigation or negotiation prior thereto to protect the interests of the State and the State may so enter.

Provisions of this Contract Required by Connecticut General Statutes 4a-60a

(a) The Contractor agrees to the following provisions: (1) The Contractor agrees and warrants that in the performance of the contract such Contractor will not discriminate or permit discrimination against any person or group of persons on the grounds of sexual orientation, in any manner prohibited by the laws of the United States or the State of Connecticut, and that employees are treated when employed without regard to their sexual orientation; (2)) the Contractor agrees to provide each labor union or representative of workers with which such Contractor has a collective bargaining agreement or other contract or understanding and each vendor with which such Contractor has a contract or understanding, a notice to be provided by the Commission advising the labor union or worker's representative of the Contractor's commitments under this section, and to post copies of the notice in conspicuous places available to employees and applicants for employment; (3) the Contractor agrees to comply with each provision of this section and sections (46a-68e) and (46a-68f) and with each regulation or relevant order issued by said Commission pursuant to sections (46a-56),(46a-68e) and (46a-68f) of the General Statutes

(b) The Contractor agrees to provide the Commission on Human Rights and Opportunities with such information requested by the Commission , and permit access to pertinent books, records and accounts, concerning the employment practices and procedures of the Contractor as related to the provisions of this section and section (46a-56). If the contract is a public works contract, the Contractor agrees and warrants that they will make good faith efforts to employ minority business enterprises as subcontractors and suppliers of materials on such public works project.

(c) The Contractor shall include the provisions of subsection (a) of this section in every subcontract or purchase order entered into in order to fulfill any obligation of a contract with the State and such provisions shall be binding on the subcontractor, vendor or manufacturer unless exempted by regulations or orders of the Commission. The contractor shall take such action with respect to any subcontract or purchase order as the Commission may direct as a means of enforcing such provisions including sanctions for noncompliance in accordance with section (46a-56); provided, if such Contractor becomes involved in, or is threatened with litigation with a subcontractor or vendor as a result of such direction by the Commission, the Contractor may request the State of Connecticut to enter into any such litigation or negotiation prior thereto to protect the interests of the State and the State may so enter.

INSTRUCTIONS TO BIDDERS

1. All bids must be submitted on and in accordance with this form. If more space is required to furnish a description of the commodities and/or services offered or delivery terms, the bidder may attach a letter hereto which will be made part of the bid.
2. Bids and amendments thereto, or withdrawal of bids submitted, if received by the University after the date and time specified for the bid opening, will not be considered.
3. Prices should be stated in units of quantity specified, with packing and delivery to destination included.
4. The time of proposed delivery must be stated in definite terms. If time of delivery for different commodities varies, the bidder shall so state.
5. Samples, when requested, must be furnished free of expense and if not destroyed, will, upon request, be returned at the bidder's risk and expense.
6. Bids must show unit price, amount and grand total or bid may be rejected.
7. Unless qualified by the provision "NO SUBSTITUTE" the use of the name of a manufacturer, brand, make or catalog designation in specifying an item does not restrict bidders to the manufacturer, brand, make or catalog designation identification. This is used simply to indicate the character, quality and/or performance equivalence of the commodity desired, but the commodity on which proposals are submitted must be of the same character, quality and/or performance equivalence that it will serve the purpose for which it is to be used equally as well as that specified. In submitting a proposal on a commodity other than as specified, bidder shall furnish complete data and identification with respect to the alternate commodity he proposes to furnish. Consideration will be given to proposals submitted on alternate commodities to the extent that such action is deemed to serve best the interests of the State. If the bidder does not indicate that the commodity he proposes to furnish is other than specified, it will be construed to mean that the bidder proposes to furnish the exact commodity described.
8. In the event that you are unable to submit a proposal against this bid, we will appreciate your advising this office to that effect. Failure to submit proposals against three consecutive bids will result in your name being removed from the mailing list, unless a specific request is made in writing for the retention of your name on said list.
9. The contractor agrees and warrants that in the performance of this contract he will not discriminate or permit discrimination against any person or group of persons on the grounds of race, color, religion, national origin, sex, age, physical disability, including but not limited to blindness, or learning disability, unless it is shown by such contractor that such disability prevents performance of the work involved in any manner prohibited by the laws of the United States or of the State of Connecticut, and further agrees to provide the Commission on Human Rights and Opportunities with such information requested by the Commission concerning the employment practices and procedures of the contractor as related to the provisions of this contract.
10. This contract is subject to the provisions of Executive Order No. Three of Governor Thomas J. Meskill promulgated June 16, 1971 and, as such, this contract may be canceled, terminated or suspended by the State Labor Commissioner for violation of or noncompliance with said Executive Order No. Three, or any state or federal law concerning nondiscrimination, notwithstanding that the State Labor Commissioner is not a party to this contract. The parties to this contract, as part of the consideration hereof, agree that Executive Order No. Three is incorporated herein by reference and made a part hereof. The parties agree to abide by said Executive Order and agree that the State Labor Commissioner shall have continuing jurisdiction in respect to contract performance in regard to nondiscrimination, until the contract is completed or terminated prior to completion. The contractor agrees, as part consideration hereof, that this contract is subject to the Guidelines and Rules issued by the state labor commissioner to implement Executive Order No. Three, and that he will not discriminate in his employment practices or policies, will file all reports as required, and will fully cooperate with the State of Connecticut and the state labor commissioner.
11. This contract is subject to the provisions of Executive Order No. Seventeen of Governor Thomas J. Meskill promulgated February 15, 1973, and, as such, this contract may be canceled, terminated or suspended by the contracting agency of the State Labor Commissioner for violation of or noncompliance with said Executive Order No. Seventeen, notwithstanding that the State Labor Commissioner may not be a party to this contract. The parties to this contract, as part of the consideration hereof, agree that Executive Order No. Seventeen is incorporated herein by reference and made a part hereof. The parties agree to abide by said Executive Order and agree that the contracting agency and the State Labor Commissioner shall have a joint and several continuing jurisdiction in respect to contract performance in regard to listing all employment openings with the Connecticut State Employment Service.
12. The University of Connecticut is an equal opportunity employer.

AWARD AND CONTRACT

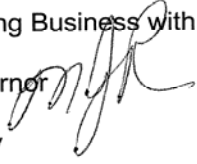
1. The University reserves the right to award by item, groups of items or total bid; to reject any and all bids in whole or in part, and to waive any informality or technical defects if, in its judgment, the best interests of the University will be served.
2. Cash discounts may be offered by bidder for prompt payment of bills, but such discount will not be taken into consideration in determining the low bidder but will be taken into consideration in awarding tie bids. The discount period will be computed from the date delivery is accepted at destination or from date correct invoice is received by the consignee, whichever is the later date.
3. ACCEPTANCE OF A BID BY THE UNIVERSITY IS NOT AN ORDER TO SHIP.
4. Each bid is received with the understanding that the acceptance in writing by the University of the offer to furnish any or all of the commodities and/or services described therein, shall constitute a contract between the bidder and the University, which shall bind the bidder on his part to furnish and deliver the articles quoted on at the prices stated and in accordance with the conditions of said accepted bid; and the University on its part to order from such contractor, except for causes beyond reasonable control; and to pay for , at the agreed prices, all articles specified and delivered.
5. In event of default by the contractor, the University reserves the right to procure the commodities and/or services from other sources, and hold the contractor liable for any excess cost occasioned thereby. If, however, public necessity requires use of material or supplies not conforming to the specifications, they may be accepted and payment therefor shall be made at a proper reduction in price.
6. The contractor guarantees to save the University, its agents or employees, harmless from liability of any nature or kind, for use of any copyrighted or uncopyrighted composition, secret process, patented or unpatented invention, articles or appliances furnished or used in the performance of the contract, of which the contractor is not the patentee, assignee or licensee.
7. It is understood and agreed that the contractor shall not be held liable for any failure or delays in the fulfillment of his contract arising from strikes, fires, or acts of God, or any other cause or causes beyond his reasonable control.
8. In the event there is a need for material bonding, performance bonding and/or insurance, the bidder will provide the bonding and/or insurance when requested and do this within fifteen (15) days after receipt of our notification of apparent low bidder, otherwise, the University reserves the right to go to the next qualified bidder who can comply.



STATE OF CONNECTICUT
EXECUTIVE CHAMBERS

M. JODI RELL
GOVERNOR

MEMORANDUM

To: Vendors Conducting Business with the State of Connecticut
From: M. Jodi Rell, Governor 
Subject: State Ethics Policy
Date: September 28, 2004

As you are undoubtedly aware, state government is striving to improve how it conducts its business. The task force charged with analyzing the state contracting process recently recommended to me several areas which require improvement. I expect to implement a number of those recommendations. Your assistance is needed in order to facilitate change.

While the state ethics code does not prohibit gifts to state employees altogether—for example, the law permits employees to accept a gift in celebration of a major life event and up to \$50 per calendar year in food and beverage—the intent of the code is clear. State employees should not just avoid impropriety, but even the mere appearance of impropriety, and should forego accepting gifts from those with whom the state does business.

I would also call your attention to section 1-84(m) of the Connecticut General Statutes, which prohibits state employees from accepting gifts from those who do business, or seek to do business, with the employee's agency or department. Vendors and prospective vendors are also prohibited from knowingly giving gifts to state employees in violation of this section.

My request to you is this, no matter how well-intentioned or appreciative you may be of an employee's assistance, I would ask that you refrain from offering a state employee a gift of any kind, including, but not limited to, meals and beverages. Offering a gift to an employee puts the employee in the rather uncomfortable position of having to decline the gift or ascertain its monetary value and consult with an attorney and/or the state Ethics Commission.

I expect—and indeed the residents of this state deserve—state government employees to adhere to the highest ethical standards, which may entail more stringent practices than even the ethics code provides. With your assistance, the state should be well on its way to restoring the public's faith in state government.

I would appreciate it if you would communicate this message to your employees. Thank you for your cooperation and understanding.

STATE CAPITOL, HARTFORD, CONNECTICUT 06106
TEL: (860) 566-4840 • FAX: (860) 524-7396
www.state.ct.us/governor

**COMMISSION ON HUMAN RIGHTS AND OPPORTUNITIES
CONTRACT COMPLIANCE REGULATIONS
NOTIFICATION TO BIDDERS**

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

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

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

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

INSTRUCTIONS AND OTHER INFORMATION

The following BIDDER CONTRACT COMPLIANCE MONITORING REPORT must be completed in full, signed, and submitted with the bid for this contract. The contract awarding agency and the Commission on Human Rights and Opportunities will use the information contained thereon to determine the bidders compliance to Sections 4a-60 and 4a-60a CONN. GEN. STAT., and Sections 46a-68j-23 of the Regulations of Connecticut State Agencies regarding equal employment opportunity, and the bidders A good faith efforts to include minority business enterprises as subcontractors and suppliers for the work of the contract.

1) Definition of Small Contractor

Section 4a-60g CONN. GEN. STAT. defines a small contractor as a company that has been doing business under the same management and control and has maintained its principal place of business in Connecticut for a one year period immediately prior to its application for certification under this section, had gross revenues not exceeding ten million dollars in the most recently completed fiscal year, and at least fifty-one percent of the ownership of which is held by a person or persons who are active in the daily affairs of the company, and have the power to direct the management and policies of the company, except that a nonprofit corporation shall be construed to be a small contractor if such nonprofit corporation meets the requirements of subparagraphs (A) and (B) of subdivision 4a-60g CONN. GEN. STAT.

<p>MANAGEMENT: Managers plan, organize, direct, and control the major functions of an organization through subordinates who are at the managerial or supervisory level. They make policy decisions and set objectives for the company or departments. They are not usually directly involved in production or providing services. Examples include top executives, public relations managers, managers of operations specialties (such as financial, human resources, or purchasing managers), and construction and engineering managers.</p> <p>BUSINESS AND FINANCIAL OPERATIONS: These occupations include managers and professionals who work with the financial aspects of the business. These occupations include accountants and auditors, purchasing agents, management analysts, labor relations specialists, and budget, credit, and financial analysts.</p> <p>COMPUTER SPECIALISTS: Professionals responsible for the computer operations within a company are grouped in this category. Examples of job titles in this category include computer programmers, software engineers, database administrators, computer scientists, systems analysts, and computer support specialists</p> <p>ARCHITECTURE AND ENGINEERING: Occupations related to architecture, surveying, engineering, and drafting are included in this category. Some of the job titles in this category include electrical and electronic engineers, surveyors, architects, drafters, mechanical engineers, materials engineers, mapping technicians, and civil engineers.</p> <p>OFFICE AND ADMINISTRATIVE SUPPORT: All clerical-type work is included in this category. These jobs involve the preparing, transcribing, and preserving of written communications and records; collecting accounts; gathering and distributing information; operating office machines and electronic data processing equipment; and distributing mail. Job titles listed in this category include telephone operators, payroll clerks, bill and account collectors, customer service representatives, files clerks, dispatchers, shipping clerks, secretaries and administrative assistants, computer operators, mail clerks, and stock clerks.</p>	<p>BUILDING AND GROUNDS CLEANING AND MAINTENANCE: This category includes occupations involving landscaping, housekeeping, and janitorial services. Job titles found in this category include supervisors of landscaping or housekeeping, janitors, maids, grounds maintenance workers, and pest control workers.</p> <p>CONSTRUCTION AND EXTRACTION: This category includes construction trades and related occupations. Job titles found in this category include boilermakers, masons (all types), carpenters, construction laborers, electricians, plumbers (and related trades), roofers, sheet metal workers, elevator installers, hazardous materials removal workers, paperhangers, and painters. Paving, surfacing, and tamping equipment operators; drywall and ceiling tile installers; and carpet, floor and tile installers and finishers are also included in this category. First line supervisors, foremen, and helpers in these trades are also grouped in this category..</p> <p>INSTALLATION, MAINTENANCE AND REPAIR: Occupations involving the installation, maintenance, and repair of equipment are included in this group. Examples of job titles found here are heating, ac, and refrigeration mechanics and installers; telecommunication line installers and repairers; heavy vehicle and mobile equipment service technicians and mechanics; small engine mechanics; security and fire alarm systems installers; electric/electronic repair, industrial, utility and transportation equipment; millwrights; riggers; and manufactured building and mobile home installers. First line supervisors, foremen, and helpers for these jobs are also included in the category.</p> <p>MATERIAL MOVING WORKERS: The job titles included in this group are Crane and tower operators; dredge, excavating, and lading machine operators; hoist and winch operators; industrial truck and tractor operators; cleaners of vehicles and equipment; laborers and freight, stock, and material movers, hand; machine feeders and offbearers; packers and packagers, hand; pumping station operators; refuse and recyclable material collectors; and miscellaneous material moving workers.</p>
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3) Definition of Racial and Ethnic Terms (as used in Part IV Bidder Employment Information)

<p><u>White</u> (not of Hispanic Origin)- All persons having origins in any of the original peoples of Europe, North Africa, or the Middle East.</p> <p><u>Black</u>(not of Hispanic Origin)- All persons having origins in any of the Black racial groups of Africa.</p> <p><u>Hispanic</u>- All persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race.</p>	<p><u>Asian or Pacific Islander</u>- All persons having origins in any of the original peoples of the Far East, Southeast Asia, the Indian subcontinent, or the Pacific Islands. This area includes China, India, Japan, Korea, the Philippine Islands, and Samoa.</p> <p><u>American Indian or Alaskan Native</u>- All persons having origins in any of the original peoples of North America, and who maintain cultural identification through tribal affiliation or community recognition.</p>
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BIDDER CONTRACT COMPLIANCE MONITORING REPORT

PART I - Bidder Information

(Page 3)

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

PART II - Bidder Nondiscrimination Policies and Procedures

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

Part III - Bidder Subcontracting Practices

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

PART IV - Bidder Employment Information

Date:

(Page 4)

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

PART V - Bidder Hiring and Recruitment Practices

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

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

(Signature)	(Title)	(Date Signed)	(Telephone)
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STATE OF CONNECTICUT
OFFICE OF POLICY AND MANAGEMENT
Policies and Guidelines

Gift Certification

Gift certification to accompany State Contracts with a value of \$50,000 or more in a calendar or fiscal year, pursuant Conn. Gen. Stat. §§ 4-250 and 4-252, and Governor M. Jodi Rell's Executive Order No. 7C, para. 10.

I, Type/Print Name, Title and Name of Firm or Corporation, am authorized to execute the attached contract on behalf of the Name of Firm or Corporation (the "Contractor"). I hereby certify that between mm/dd/yy (planning date) and mm/dd/yy (date of the execution of the attached contract) that neither myself, the Contractor, nor any of its principals or key personnel who participated directly, extensively and substantially in the preparation of the bid or proposal (if applicable) or in the negotiation of this contract, nor any agent of the above, gave a gift, as defined in Conn. Gen. Stat. § 1-79(e), including a life event gift as defined in Conn. Gen. Stat. § 1-79(e)(12), to (1) any public official or state employee of the contracting state agency or quasi-public agency who participated directly, extensively, and substantially in the preparation of the bid solicitation or request for proposals for the contract (if applicable) or in the negotiation or award of this contract; or (2) any public official or state employee of any other state agency who has supervisory or appointing authority over the state agency or quasi-public agency executing this contract, except the gifts listed below:

Name of Benefactor Name of recipient Gift Description Value Date of Gift

List information here

Further, neither I nor any principals or key personnel of the Contractor, nor any agent of the above, knows of any action by Contractor to circumvent such prohibition on gifts by providing for any other principals, key personnel, officials, employees of Contractor, nor any agent of the above, to provide a gift to any such public official or state employee.

Further, the Contractor made its bid or proposal without fraud or collusion with any person.

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

Signature Date

Sworn and subscribed before me on this ___ day of ___, 200__

Commissioner of the Superior Court
Notary Public

STATE OF CONNECTICUT
OFFICE OF POLICY AND MANAGEMENT
Policies and Guidelines

Campaign Contribution Certification

Campaign contribution certification to accompany State Contracts with a value of \$50,000 or more in calendar or fiscal year, pursuant Conn. Gen. Stat. § 4-250 and Governor M. Jodi Rell's Executive Orders No. 1, para 8 and No. 7C, para 10.

I, Type/Print Name, Title and Name of Firm or Corporation, hereby certify that during the two-year period preceding the execution of the attached contract, neither myself nor any principals or key personnel of the Name of Firm or Corporation who participated directly, extensively and substantially in the preparation of the bid or proposal (if applicable) or in the negotiation or award of this contract, nor any agent of the above, gave a contribution to a candidate for statewide public office or the General Assembly, as defined in Conn. Gen. Stat. §9-333b, except as listed below:

<u>Contributor</u>	<u>Recipient</u>	<u>Amount/Value</u>	<u>Date of Contribution</u>	<u>Contribution Description</u>
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List information here

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

Signature

Date

Sworn and subscribed before me on this _____ day of _____, 200__

Commissioner of the Superior Court
Notary Public

STATE OF CONNECTICUT
OFFICE OF POLICY AND MANAGEMENT
Policies and Guidelines

Consulting Agreement Affidavit

Consulting agreement affidavit to accompany state contracts for the purchase of goods and services with a value of \$50,000 or more in a calendar or fiscal year, pursuant to Section 51 of Public Act 05-287.

This affidavit is required if a bidder or vendor has entered into any consulting agreements whereby the duties of the consultant include communications concerning business of such state agency, whether or not direct contact with a state agency, state or public official or state employee was expected or made. Pursuant to Section 51 of P.A. 05-287, "consulting agreement" means any written or oral agreement to retain the services, for a fee, of a consultant for the purposes of (A) providing counsel to a contractor, vendor, consultant or other entity seeking to conduct, or conducting, business with the State, (B) contacting, whether in writing or orally, any executive, judicial, or administrative office of the State, including any department, institution, bureau, board, commission, authority, official or employee for the purpose of solicitation, dispute resolution, introduction, requests for information or (C) any other similar activity related to such contract. Consulting agreement does not include any agreements entered into with a consultant who is registered under the provisions of chapter 10 of the general statutes as of the date such affidavit is submitted in accordance with the provisions of this section.

I, Type/Print Name, Title and Name of Firm or Corporation, hereby swear that I am the chief official of the bidder or vendor of the Contract or authorized to execute such Contract. I further swear that I have not entered into any consulting agreement in connection with such contract, except the agreements listed below:

Contractor's Name, Title and Firm or Corporation:

Terms of Consulting Agreement (Date of Execution, Amount, Expiration Date):

Brief Description of Services Provided (Purpose, Scope, Activities, Outcomes):

Yes No Is the Consultant a former state employee or public official?

If yes, provide the following information about the former state employee or public official:

- Former Agency:
Date Such Employment Terminated:

Attach additional sheets if necessary. This affidavit must be amended if Contractor enters into any new consulting agreements during the term of this Contract

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

Signature

Date

Sworn and subscribed before me on this day of, 200

Commissioner of the Superior Court
Notary Public