

BID ADDENDUM  
SP-18 NEW. 11/97

# STATE OF CONNECTICUT

DEPARTMENT OF ADMINISTRATIVE SERVICES

PROCUREMENT SERVICES

165 Capitol Avenue, 5<sup>th</sup> Floor South

PO Box 150414

HARTFORD, CT 06115-0414

BID NO.:

04PSX0050

Bid Opening Date:

18 March 2004

Linda LoSchiavo  
Contract Specialist

(860)713-5078  
Telephone Number

## BID ADDENDUM #3

DESCRIPTION: Printing: Cut Sheet Check Stock

FOR:  
Office of State Comptroller  
55 Elm Street  
Hartford, Ct 06106

### BIDDERS NOTE:

- Bid opening date has been changed to March 18, 2004.
- Delivery date for first shipment has been changed to April 16, 2004.
- The discard Specifications for Connecticut Office of the State Comptroller Cut Sheet Check Stock to be used in Xerox 4635MX high-speed Laser printer with the revised specifications in this addendum.
  - The changes to the specifications are in red.
  - The paragraph on page 3 of 7 beginning with "In black ink..." has been deleted.

**This Addendum must be *Signed & Returned* with your Bid.**

\_\_\_\_\_  
*Authorized Signature of Bidder*

\_\_\_\_\_  
*Company Name*

APPROVED \_\_\_\_\_

**LINDA LOSCHIAVO**

*Contract Specialist*

(Original Signature on Document in Procurement Files)

**Date Issued:** 11 March 2004

**Specifications for Connecticut Office of the State Comptroller Cut Sheet Check Stock to be used in Xerox 4635MX High-Speed Laser printer.**

Form number is CO-205 (REV 1/04).

**CONSTRUCTION**

One part, flat form.

**COMPOSITION**

Two sections different. Payee name and address on top of the first section, remittance statement on the bottom of the first section. Both subsidiary sections above comprise the top section. Check is the bottom section only. Backer on check face only.

**SIZE**

Overall: 8-1/2" (Side to Side) x 11" (Top to Bottom), cut sheet. Statement Detached: 8-1/2" (Side to side)x 7-1/3" (Top to Bottom). Check Detached: 8-1/2" (Side to Side) x 3-2/3" (Top to Bottom). Horizontal perforation 8-1/2" width (Side to Side) across dividing the bottom of the remittance statement(bottom of top section) from the vendor check (top of bottom section).

**PAPER STOCK**

All sheets must be square and to size. OCR bond, 24 lb., MICR safety paper.

Paper must be compatible with Xerox 4635MX high-speed laser printer and Pitney-Bowes Series 7 finishing equipment, including R205 heavy-duty folder-feeder. (Sheet will be Z-folded.)

Testing in OSC Xerox 4635 printer must result in fewer than 0.5 paper-caused simplex jams per 5,000 sheets.

The paper shall be free from wrinkles, splices, foldovers, holes, tears, and other detrimental defects. Reams of a paper shall be free from lint, dust and glue spots. Ream and roll sides shall be cleanly cut and free from excessive fuzziness and padding.

The paper shall not emit any obnoxious or irritating odor, and not release any volatile chemicals in sufficient quantities to be harmful to human health, when heated to temperatures normal in laser printing fusing system. Additionally, the paper shall not cause skin irritation or sensitization.

**FURTHER TECHNICAL SPECIFICATIONS**

Vendors uncertain as to whether their stock meets requirements for the Xerox 4635MX printer should consult Xerox Corporation "Generic Specification, Xerox Paper Product Requirements" available from Xerox Corporation. This document deals with required specifications for basis weight, caliper, smoothness, stiffness, moisture, brightness, opacity, surface resistivity, paper curl, dust, cut quality, etc.

## **WRITTEN PAPER SPECIFICATIONS**

Vendors must provide with their bid, detailed written specifications of their paper.

### **GRAIN DIRECTION**

Grain direction must be parallel to the short edge of the 8½” by 11” sheet, rendering the paper short grain on the 11” dimension and long grain on the 8½” dimension.

### **BANK REQUIREMENTS**

Stock must have minimum paper reflectance of .60 or greater. Minimum print contrast signal (PCS) .10; Maximum PCS, .30. Paper and printing specifications not detailed in this RFP, including reflectance and print contrast, may be found in ANSI standards X9.13, X9.27, X9.7, and X9.18.

Check must meet requirements for bank image processing of the Quality Assurance unit of the bank holding the State's account.

### **PAPER COLOR**

White. Check face is blue.

### **CHEMICAL SENSITIVITY**

Stock must contain a minimum of three family chemical sensitivity features (including reaction to chlorine bleach, polar & non-polar solvents). A chemical attempt to alter the document will result in either (a) a visible stain or mark on the paper or (b) the word “VOID” being revealed.

Bidders must present an explanation of their chemical sensitivity products and processes for review, and provide samples of same.

### **TONER ANCHORAGE**

The paper must contain a toner anchorage treatment that bonds MICR toner images to the paper fibers to insure that any attempt to tamper with a document by lifting off or scraping away an image would cause instant destruction of paper fibers, making alterations, even to the untrained eye, immediately apparent.

Bidders must present an explanation of their toner adhesion products and process for review, along with samples.

### **PRESSWORK**

The presswork must contain “VOID” pantograph which will be exposed when an attempt is made to photocopy on either color or black-and-white photocopiers, fax or otherwise reproduced. Void pantograph must meet the image processing requirements of bank holding state's accounts.

Check face is blue, warning band to read "This check is blue, the back contains a state seal

watermark, hold at an angle to verify."

The void pantograph, of heat resistant ink, must be on bottom one third front side of form (check face). The document area corresponding to the MICR clear band (5/8 inch bottom band of finished document) should be kept free of printing ink on both the front and back of the finished document.

Two sides different. Check face: Light blue ink background with armorial bearing (state of Connecticut seal). Backer on reverse side of check face: light black/gray ink. Head to left. Check backer: one solid line in light gray ink (to be determined by OSC and awarded vendor). In same ink, the following messages must appear:

"KNOW YOUR ENDORSER – REQUIRE IDENTIFICATION" Top edge.

"DO NOT WRITE, STAMP OR SIGN BELOW THIS LINE" One and one half inch below top edge.

Exact ink colors (PMS specifications) to be determined by awarded vendor and Office of the State Comptroller.

The ink will be subject to temperatures up to 395 degrees Fahrenheit, and 120 psi pressure, for a dwell time of 28 milliseconds. Printing inks are also exposed to fuser oil and Xerox MICR toner during laser printing. Printing ink must dry well, not be tacky, and not transfer from a printed sheet onto other surfaces (offset).

Inks to avoid include coldset inks, conductive inks, and rubber-based inks. Drying agents such as starch, talc and rosin sprayed on the forms must also be avoided.

### **SEQUENCED CHECK STOCK INVENTORY CONTROL NUMBER**

Each piece of stock must be imprinted individually with a nine-digit sequenced check stock inventory control number in black ink. (Sequence to begin with test sheets at number 000000001.) Numbers must be printed in ascending order (from top to bottom of sheets stacked face-up in packaged ream). Type size is to be determined by awarded vendor and Office of the State Comptroller. Numbers must be printed on the back of the sheet at the lower left edge of the sheet on the document backer, 1 inch from the bottom edge and 1 inch from the left edge on the check portion.

One eighth inch below check stock inventory control number, in smaller type (size to be determined), the form number CO-205 (REV 1/04) shall be printed in black ink.

### **ARTIFICIAL WATERMARK**

Presswork must include an artificial (white ink) watermark, visible at a 45 degree angle, on reverse side of check.

## **OTHER SECURITY FEATURES**

Bidders are requested to record and price (separately) as part of their bid quotation the cost of producing the same stock detailed herein and adding each of the security features mentioned below individually, and in the following combinations: 1, 2 and 3; 1 and 2; 1 and 3; and 2 and 3.

1. Uneven laid lines at an angle (not vertical or horizontal) on the reverse of the check face.
2. Microprinted words or phrases so small, they appear as a solid line on the check face.
3. A VOID pantograph evident when the check face is scanned on commonly-available desktop digital scanners, or other feature that deters fraud by digital scanning.

Vendors who package security features may bid them in this way, including explanations of each feature in each package.

## **POSTAL REQUIREMENTS**

The presswork on the check face must meet U.S. Postal Service OCR requirements as to density and reflectance.

## **MICROPERFORATION**

Microperforation (7 1/3 inches from top of sheet and 3 2/3 inches from bottom of sheet) must be strong enough to withstand mechanical folding without separating. Perforations should be at least 9 perforations per inch. Perforations should not cause deletions of text; perforations line must be flattened or ironed to reduce or eliminate underside bulge. Perforation must result in easy tear-off of check. Ratio of holes to paper should be 1 to 1.

NOTE: Refer to "MACHINE USE" section to determine the type of perforation best suited to the equipment used in processing.

## **MACHINE USE**

Printer: Xerox High-speed laser printer. Model: 4635-MX

Inserter: Pitney Bowes Series 7 including R205 heavy duty folder feeder.

## **PACKAGING**

Forms must be packaged by reams in corrugated cardboard cartons. Each ream must be poly laminated moisture-proof ream wrapped to protect during storage and shipment. (Kraft and wax-coated wrappers are unacceptable). Within each ream package cardboard must be included top and bottom. Use a low shrink-wrap force so that the package is not distorted, especially at the corners. Additionally, carrier is to use wood pallets only and wrap with polyethylene film each pallet and its cargo. Pallets should allow for two-way powered entry of handling equipment and surface/platform boards spaces approximately 1 inch apart to minimize carton damage in multi-tier stacking. Pallet must also be safe (load-bearing components) in free rack storage systems.

### **EMERGENCY QUANTITY**

A quantity of laser check stock equivalent to 15 percent of the contract total (rounded off to the nearest full carton) must be stored at the vendor's secured off-site storage facility. Seals on the laser check stock paper cartons stored at the vendor's off-site storage facility must remain unbroken. (See Notes to Vendor #3.)

### **LABEL**

Both ends of each carton must be labeled. Each ream must be labeled. Each label must include: form number and revision date, purchase order number, title, quantity, and beginning and ending check stock inventory control numbers.

### **REFERENCES**

References giving name, address and phone number of contacts at three successful applications with proposed stock in use, printing at least 1 million impressions annually on a Xerox 4635 printer, must be provided with your bid or bid may be rejected.

### **VENDOR LOCATION**

The awarded vendor must have a multi-person office, printing plant, or vendor-owned, secure warehouse facility housing the aforementioned emergency quantity of check stock, within Connecticut or within a 125-mile radius of Hartford.

### **MOCK-UP**

Before initiating printing, the awarded vendor must submit a mock-up which must be a model page of the stock that has locations for all presswork and perforations.

### **TEST**

Before initiating the main print run, the awarded vendor must submit 10,000 (billable as part of the 2,000,000) samples of the check stock specified herein as a test sample. All presswork, security features, paper qualities and other characteristics will be the same as the full production run of printed laser check stock. Vendor should refrain from printing full amount of check stock until Office of the State Comptroller has informed vendor that this laser check stock is acceptable.

**(NOTE:** All samples are to be sent to Office of the State Comptroller, Business Office - Room 107, 55 Elm Street, Hartford, CT 06106-1775. (Contact names will be provided to awarded vendor on issuance of purchase order.)

### **DELIVERY**

Once samples have been approved by the Office of the State Comptroller, the awarded vendor shall print all remaining sheets in one press run. Shipping of non-emergency quantity of stock shall be in four approximately equal shipments, according to rules discussed below. Office of the State Comptroller will give vendor three weeks notice of the need for a shipment.

Before delivery of each production run of printed check stock, the awarded vendor must provide one carton of samples from the actual stored stock. These samples must be provided no later than two (2) weeks prior to the tentative delivery date for the shipment. Scheduled delivery is not to be made until vendor has received written approval that the samples are accepted by the Office of the Comptroller.

Deliveries are to be made approximately every three months, with approximately one-fourth of total non-emergency stock to be delivered in each case. No overages or shortages of check stock are allowed in any shipment.

Inside delivery to 55 Elm St. via left rear dock. Receiving platform is located on the (1st) floor at left rear of main building. Height limitation: 13'2". Straight bed truck required (limited turning area). Vendor must provide delivery person(s) with pallet jack. Delivery hours: 8:30 A.M. to 11:00 A.M by previous appointment only, with 48 hours notice required. Contact names will be provided to awarded vendor upon issuance of purchase order. Address to: State of Connecticut, Office of State Comptroller, Business Office, Room 107, 55 Elm Street, Hartford, CT 06106-1775.

#### **TOTAL PIECES**

Total delivered pieces of laser check stock covered under this contract is 2,000,000.

At the option of the Office of the State Comptroller, the agency may purchase an additional 2,000,000 pieces of laser check stock. At which time, the contract may be extended for an additional amount of time to allow for the exhaustion of the laser check stock.

#### **NOTES TO VENDOR**

1. Price must be held throughout the life of this contract.
2. Manufacturers only are eligible for award. No brokers will be considered. Subcontracting of actual printing is not allowed.
3. The total quantity of laser check stock paper for this order is 2,000,000 sheets. The first production delivery (excluding the carton(s) of test samples) is expected on or about April 16, 2004 to Office of the State Comptroller (contact Business Office - Room 107, 55 Elm Street, Hartford, CT. Contact names will be provided to awarded vendor upon issuance of purchase order.) Laser printer check stock paper amounting to 15 percent of the total contract quantity will be stored in a secured off-site facility by the vendor for emergency back-up use. Shipment of off-site, laser printer check stock paper is required within 24-48 hours of stated emergency. Vendor will be notified in writing when off-site laser printer check stock paper is to be delivered under normal conditions.

4. Once all test samples have been approved by the State Comptroller's Office, State Treasurer's Office, and the Bank, remaining laser check stock from the production printing run will be shipped to the vendor's secured off-site storage area.
5. Vendor is to quote separately for storage on a per carton per month basis.
6. Vendor must provide an itemized laser check stock paper control packing list per box including the following items:
  - a. Total number of cartons.
  - b. Quantity per carton (number of reams).
  - c. Name of person packing carton.
  - d. Vendor order (job) number.
  - e. Customer name: State of Connecticut - Office of the State Comptroller
  - f. Customer purchase order number:
  - g. Form Name: Laser Check Stock – CO-205 (NEW 1/04)
  - h. Total quantity of laser check stock shipped.
7. Upon acceptance of the proposal the State of Connecticut will provide the following to the awarded vendor:
  - a. Artwork for armorial bearing
  - b. Templates of the face and check backer with locations of all presswork including pre-printed inventory control number, and all required type sizes and fonts.

NOTE: The vendor must return all artwork and templates to Comptroller's Business Office (contact name to be provided).

**Vendors Note:**

**Please carefully read all bid specifications.**

**Vendor must submit all information requested within these specifications or bid may be rejected.**

.....  
End of laser check stock paper specifications (CO-205 NEW)



BID ADDENDUM  
SP-18 NEW. 11/97

# STATE OF CONNECTICUT

DEPARTMENT OF ADMINISTRATIVE SERVICES

PROCUREMENT SERVICES

165 Capitol Avenue, 5<sup>th</sup> Floor South

PO Box 150414

HARTFORD, CT 06115-0414

BID NO.:

04PSX0050

Bid Opening Date:

15 March 2004

**Linda LoSchiavo**  
Contract Specialist

**(860)713-5078**  
Telephone Number

## BID ADDENDUM #2

DESCRIPTION: Printing: Cut Sheet Check Stock

FOR:  
Office of State Comptroller  
55 Elm Street  
Hartford, Ct 06106

### BIDDERS NOTE:

The bid opening date should read March 15, 2004 not March 10, 2004 as stated in Addendum #1.

All questions regarding the cut sheet check stock should be directed to Bruce Morris at 860-702-3623 or 702-3621.

This Addendum must be *Signed & Returned* with your Bid.

\_\_\_\_\_  
*Authorized Signature of Bidder*

\_\_\_\_\_  
*Company Name*

APPROVED \_\_\_\_\_

**LINDA LOSCHIAVO**

*Contract Specialist*

(Original Signature on Document in Procurement Files)

**Date Issued:** 5 March 2004

BID ADDENDUM  
SP-18 NEW. 11/97

# STATE OF CONNECTICUT

DEPARTMENT OF ADMINISTRATIVE SERVICES

PROCUREMENT SERVICES

165 Capitol Avenue, 5<sup>th</sup> Floor South

PO Box 150414

HARTFORD, CT 06115-0414

BID NO.:

04PSX0050

Bid Opening Date:

10 March 2004

**Linda LoSchiavo**  
Contract Specialist

**(860)713-5078**  
Telephone Number

## BID ADDENDUM #1

DESCRIPTION: Printing: Cut Sheet Check Stock

FOR:  
Office of State Comptroller  
55 Elm Street  
Hartford, Ct 06106

### BIDDERS NOTE:

Please discard the SP-16, Proposal Schedule that was in the original bid documents and use the SP-16 with this addendum.

This Addendum must be *Signed & Returned* with your Bid.

\_\_\_\_\_  
*Authorized Signature of Bidder*

\_\_\_\_\_  
*Company Name*

APPROVED \_\_\_\_\_

**LINDA LOSCHIAVO**

*Contract Specialist*

(Original Signature on Document in Procurement Files)

Date Issued: 5 March 2004

# STATE OF CONNECTICUT

## PROCUREMENT SERVICES

**BID NO.:**  
**04PSX0050**

**Linda LoSchiavo**  
Contract Specialist

**(860)713-5078**  
Telephone Number

\*\*\*REVISED\*\*\*

**REVISED PROPOSAL SCHEDULE**  
**for Bid No.: 04PSX0050**  
**IMPORTANT!**  
**RETURN ORIGINAL AND ONE COPY**

DELIVERY:

TERMS:

CASH DISCOUNT:

Days  
%

Payment terms are net 45 days. Any deviation may result in bid rejection.  
Bid prices shall include all transportation charges FOB state agency.

BIDDER NAME:

SSN OR FEIN #:

Page 1 OF 2

ITEM #	DESCRIPTION OF COMMODITY AND/OR SERVICES	QUANTITY	UNIT OF MEASURE	UNIT PRICE	TOTAL PRICE
	<p><b>PRINTING: CUT SHEET CHECK STOCK</b> CO-205, Rev. 01/04, Laser Cut Sheet Stock</p> <p>Quote on all of the following security features described below and on page 4 of specifications.</p> <p>Quote the security features in the following combinations:</p>				
1.	1, 2 and 3:	2,000,000	Each	\$ _____	\$ _____
2.	1 and 2:	2,000,000	Each	\$ _____	\$ _____
3.	1 and 3:	2,000,000	Each	\$ _____	\$ _____
4.	2 and 3:	2,000,000	Each	\$ _____	\$ _____
5.	Storage of check stock:	.....	.....	\$ _____	Per carton Per month  Amount per Carton

# STATE OF CONNECTICUT

## PROCUREMENT SERVICES

**BID NO.:**  
**04PSX0050**

**Linda LoSchiavo**  
Contract Specialist

**(860)713-5078**  
Telephone Number

\*\*\*REVISED\*\*\*

**REVISED PROPOSAL SCHEDULE**  
**for Bid No.: 04PSX0050**  
**IMPORTANT!**  
**RETURN ORIGINAL AND ONE COPY**

DELIVERY:

TERMS:

CASH DISCOUNT:

Days  
%

Payment terms are net 45 days. Any deviation may result in bid rejection.  
Bid prices shall include all transportation charges FOB state agency.

Page 2 OF 2

BIDDER NAME:

SSN OR FEIN #:

ITEM #	DESCRIPTION OF COMMODITY AND/OR SERVICES	QUANTITY	UNIT OF MEASURE	UNIT PRICE	TOTAL PRICE
	<p><u>NOTE:</u></p> <p>Vendors must bid on each of the combinations or bid may be rejected. Agency will determine which combination to be used.</p> <p>Manufacturer's only. No Brokers allowed. Subcontracting of actual printing is not allowed.</p> <p>Vendors must state warehouse facility where emergency stock will be stored:</p> <p>If the first delivery date of April 1, 2004 can't be met, please specify earliest delivery date by stating the exact date in which delivery can be expected.</p> <p>Please carefully read all bid specifications.</p> <p><b>Vendor must submit all information requested within the detailed specifications of the laser cut sheet check stock or bid may be rejected.</b></p>				

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



**Linda LoSchiavo**  
Contract Specialist

**(860)713-5078**  
Telephone Number

**NOTICE TO VENDORS:** Logon to  
<http://www.das.state.ct.us/busopp.asp>  
select the **Bidder Notification System &**  
complete the form to automatically receive a synopsis  
of new Bids & RFP's **via e-mail.**  
Addresses for undeliverable e-mails will be deleted.

**[www.das.state.ct.us/busopp.asp](http://www.das.state.ct.us/busopp.asp)**  
DAS CT State Web Site

**[linda.loschiavo@po.state.ct.us](mailto:linda.loschiavo@po.state.ct.us)**  
Contract Specialist E-mail Address

**(860)622-2923**  
Fax Number

## Invitation for Bids

*SPECIFICATIONS & BID DOCUMENTS ATTACHED*

Bid Number: **04PSX0050** Bid Opening Date & Time: **15 March 2004 at 2:00 PM Eastern Time**

Bid Description: **Printing: Cut Sheet Check Stock**

*Special Instructions:* **No Special Instructions**

This contract replaces the following contract award(s) in part or in total: **99PSX0059 (CLOSED)**

**SEALED BID NO.: 04PSX0050**

**NOT TO BE OPENED UNTIL: 15 March 2004  
2:00 PM Eastern Time**

**Return Bid To:**

PROCUREMENT SERVICES  
DEPARTMENT OF ADMINISTRATIVE SERVICES  
STATE OF CONNECTICUT  
165 CAPITOL AVE 5<sup>th</sup> FLOOR SOUTH  
PO BOX 150414  
HARTFORD CT 06115-0414

***NOTE: Always use mailing label  
at left on all packages when  
returning the ORIGINAL &  
ONE COPY of your bid response.***

Bids cannot be accepted after specified  
Bid Opening Time.

**Vendors will not be admitted to state  
buildings without a valid photo ID.**

Hand-delivered bids must be brought to:  
DAS Customer Service  
Room 110  
165 Capitol Avenue,  
Hartford, CT

# STATE OF CONNECTICUT

## BIDDER'S CHECKLIST

Bid Number:

04PSX0050

### READ CAREFULLY

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

- \_\_\_ 1. The Bid Proposal (SP-26) must be signed by a duly authorized representative of the company (unsigned bids are automatically rejected) and the Proposal Schedule (SP-16) must be included with your bid.
- \_\_\_ 2. The bid prices you have offered have been reviewed and verified.
- \_\_\_ 3. The price extensions and totals have been checked. (In case of discrepancy between unit prices and total prices, the unit price will govern the bid evaluation).
- \_\_\_ 4. Any errors, alterations, corrections or erasures to unit prices, total prices, etc. must be initialed by the person who signs the bid proposal or his designee. Such changes made and not initialed mean automatic rejection of bid.
- \_\_\_ 5. The payment terms are Net 45 Days. Net Terms for periods less than 45 days (Ex. Net 30) may result in bid rejection. (You may offer cash discounts for prompt payment.)  
*Exception:* State of CT Small Business Set-Aside bids payment terms shall be in accordance with CGS 32-9h.
- \_\_\_ 6. Any technical or descriptive literature, drawing or bid samples that are required have been included with the bid.
- \_\_\_ 7. The delivery information block has been completed. (Be specific: In most cases, "as ordered" or "as required" is not complete information.)
- \_\_\_ 8. If required the amount of bid surety has been checked and the surety has been included.
- \_\_\_ 9. Any addenda to the bid have been signed and included.
- \_\_\_ 10. The pre-addressed mailing label has been used on your return mailing envelope or the envelope has been:
  - a. marked with the Bid Number and Bid Opening Date &
  - b. addressed to:

State of Connecticut  
Department of Administrative Services  
Procurement Services  
165 Capitol Avenue, 5<sup>th</sup> Floor South  
PO Box 150414  
Hartford, CT 06115-0414
- \_\_\_ 11. The bid number on the pre-addressed mailing label or on your hand marked return envelope exactly matches the bid number inside the envelope.
- \_\_\_ 12. The bid is mailed or hand-delivered in-time to be received no later than the designated opening date and time. Hand-delivered bids must be delivered to the DAS Customer Service Desk, Room 110, 165 Capitol Avenue, Hartford, CT. Late bids are not accepted under any circumstances. Please allow enough time if mailing in your bid.
- \_\_\_ 14. Form DAS-45 or SP-34 (as applicable) must be completed entirely regardless of the number of employees, even if the company is family owned and/or operated and must be submitted with each bid or bid may be rejected.
- \_\_\_ 15. **MAKE SURE TO INCLUDE THE ORIGINAL PROPOSAL SCHEDULE PAGES (SP-16) ALONG WITH ONE COPY (UNLESS MORE COPIES ARE REQUESTED WITHIN THE BID SPECIFICATIONS).**
- \_\_\_ 16. **VENDORS NAME MUST APPEAR IN THE UPPER RIGHT CORNER OF ALL PROPOSAL SCHEDULE PAGES (SP-16).**

**BID PROPOSAL**

SP-26 Rev. 04/03

(Prev. Rev. 11/02)

**Linda LoSchiavo**

Contract Specialist

**(860)713-5078**

Telephone Number

**STATE OF CONNECTICUT**  
**DEPARTMENT OF ADMINISTRATIVE SERVICES**  
**PROCUREMENT SERVICES**

**165 Capitol Avenue, 5<sup>th</sup> Floor South**

**PO BOX 150414**

**HARTFORD, CT 06115-0414**

Page 1 of 3

THIS FORM AND  
 REQUIRED PROPOSAL  
 SCHEDULE FORMS  
 MUST BE RETURNED

**Read & Complete**  
**Carefully**

BID NO: <b>04PSX0050</b>	BID OPENING DATE: <b>15 March 2004</b>	BID OPENING TIME: <b>2:00 PM Eastern Time</b>	BID SURETY: <b>\$0.00</b>	DATE ISSUED: <b>4 March 2004</b>
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DESCRIPTION:

**Printing: Cut Sheet Check Stock**

FOR: <b>Office of State Comptroller</b> <b>55 Elm Street</b> <b>Hartford, Ct 06106</b>	TERM OF CONTRACT / DELIVERY DATE REQ'D:  <b>Date of Award through March 31, 2006</b>
Agency Requisition Number(s): <b>195668</b>	

**INVITATION FOR BIDS:** Pursuant to the provisions of Section 4a-57 of the General Statutes of Connecticut as amended, sealed proposals will be received by Procurement Services for the State of Connecticut, at the address above for furnishing the commodities and/or services herein listed to state agencies.

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

**IMPORTANT: ALL pages of this form, Sections 1 through 4 must be completed, signed and returned by the bidder as part of the bid package. Failure to submit all pages of this form constitutes grounds for rejection of your bid.**

Section 1 of 4 - **BIDDER INFORMATION**

COMPLETE BIDDER LEGAL BUSINESS NAME		Taxpayer ID # (TIN): <input type="checkbox"/> SSN <input type="checkbox"/> FEIN	
WRITE/TYPE SSN/FEIN NUMBER ABOVE			
BUSINESS NAME , TRADE NAME, DOING BUSINESS AS (IF DIFFERENT FROM ABOVE)			
BUSINESS ENTITY: <input type="checkbox"/> CORPORATION <input type="checkbox"/> LLC CORPORATION <input type="checkbox"/> LLC PARTNERSHIP <input type="checkbox"/> LLC SINGLE MEMBER ENTITY <input type="checkbox"/> NON-PROFIT <input type="checkbox"/> PARTNERSHIP <input type="checkbox"/> INDIVIDUAL/SOLE PROPRIETORSHIP			
<b>NOTE: IF INDIVIDUAL/SOLE PROPRIETOR, INDIVIDUAL'S NAME (AS OWNER) MUST APPEAR IN THE LEGAL BUSINESS NAME BLOCK ABOVE.</b>			
BUSINESS TYPE: A. SALE OF COMMODITIES B. MEDICAL SERVICES C. ATTORNEY FEES D. RENTAL OF PROPERTY (REAL ESTATE & EQUIPMENT) E. OTHER (DESCRIBE IN DETAIL)			
UNDER THIS TIN, WHAT IS THE PRIMARY TYPE OF BUSINESS YOU PROVIDE TO THE STATE? (ENTER LETTER FROM ABOVE)			
UNDER THIS TIN, WHAT OTHER TYPES OF BUSINESS MIGHT YOU PROVIDE TO THE STATE? (ENTER LETTER FROM ABOVE)			
<b>NOTE: IF YOUR BUSINESS IS A PARTNERSHIP, YOU MUST ATTACH THE NAMES AND TITLES OF ALL PARTNERS TO YOUR BID SUBMISSION.</b>			
<b>NOTE: IF YOUR BUSINESS IS A CORPORATION, IN WHICH STATE ARE YOU INCORPORATED?</b>			
WRITTEN SIGNATURE OF PERSON AUTHORIZED TO SIGN BIDS ON BEHALF OF THE ABOVE NAMED BIDDER			DATE EXECUTED
<b>← SIGN HERE</b>			
TYPE OR PRINT NAME OF AUTHORIZED PERSON		TITLE OF AUTHORIZED PERSON	
IS YOUR BUSINESS CURRENTLY A DAS CERTIFIED SMALL BUSINESS ENTERPRISE? <input type="checkbox"/> YES (ATTACH COPY OF CERTIFICATE) <input type="checkbox"/> NO			
IF YOU ARE A STATE EMPLOYEE, INDICATE YOUR POSITION, AGENCY & AGENCY ADDRESS.			

**Linda LoSchiavo**  
Contract Specialist  
**(860)713-5078**  
Telephone Number

**STATE OF CONNECTICUT**  
**DEPARTMENT OF ADMINISTRATIVE SERVICES**  
**PROCUREMENT SERVICES**  
165 Capitol Avenue, 5<sup>th</sup> Floor South  
PO BOX 150414  
HARTFORD, CT 06115-0414

BID NO.  
04PSX0050

**Read & Complete**  
**Carefully**

Section 1 of 4 - **BIDDER INFORMATION (CONTINUED)**

BIDDER ADDRESS	STREET	CITY	STATE	ZIP CODE
Add Additional Business Address & Contact information on back of this form.				
BIDDER E-MAIL ADDRESS			BIDDER WEB SITE	
<b>REMITTANCE INFORMATION: INDICATE BELOW THE REMITTANCE ADDRESS OF YOUR BUSINESS.</b> <input type="checkbox"/> SAME AS BIDDER ADDRESS ABOVE.				
REMIT ADDRESS	STREET	CITY	STATE	ZIP CODE

CONTACT INFORMATION: NAME (TYPE OR PRINT)		
1ST BUSINESS PHONE:	Ext. #	HOME PHONE:
2ND BUSINESS PHONE:	Ext. #	1 <sup>ST</sup> PAGER:
CELLULAR:		2 <sup>ND</sup> PAGER:
1 <sup>ST</sup> FAX NUMBER:		TOLL FREE PHONE:
2 <sup>ND</sup> FAX NUMBER:		TELEX:
WRITTEN SIGNATURE OF PERSON AUTHORIZED TO SIGN BIDS ON BEHALF OF THE ABOVE NAMED BIDDER		DATE EXECUTED
<b>SIGN HERE</b>		
TYPE OR PRINT NAME OF AUTHORIZED PERSON		TITLE OF AUTHORIZED PERSON
IS YOUR BUSINESS CURRENTLY A DAS CERTIFIED SMALL BUSINESS ENTERPRISE? <input type="checkbox"/> YES (ATTACH CERTIFICATE COPY TO BID) <input type="checkbox"/> NO		
IF YOU ARE A <b>STATE EMPLOYEE</b> , INDICATE YOUR POSITION, AGENCY & AGENCY ADDRESS.		

<b>FOR PURCHASE ORDER DISTRIBUTION: 1) CHECK ONLY ONE BOX BELOW 2) INPUT E-MAIL ADDRESS OR FAX # (IF CHECKED)</b>			
<input type="checkbox"/> E-MAIL	<input type="checkbox"/> FAX	<input type="checkbox"/> USPS MAIL	<input type="checkbox"/> EDI
<b>If EDI was selected, give us a person to contact in your company to set up EDI:</b>			
NAME:			
E-MAIL ADDRESS:			
TELEPHONE NUMBER:			
<b>FOR REQUEST FOR QUOTATION (RFQ) DISTRIBUTION: 1) CHECK ONLY ONE BOX BELOW 2) INPUT E-MAIL ADDRESS OR FAX # (IF CHECKED)</b>			
<input type="checkbox"/> E-MAIL	<input type="checkbox"/> FAX	<input type="checkbox"/> USPS MAIL	

**ADD FURTHER BUSINESS ADDRESS, E-MAIL & CONTACT INFORMATION BELOW IF REQUIRED**



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**HARTFORD, CT 06115-0414**

BID NO.  
**04PSX0050**

**Linda LoSchiavo**  
*Contract Specialist*  
**(860)713-5078**  
*Telephone Number*

**Read & Complete**  
**Carefully**

**Section 2 of 4 – IMPORTANT INFORMATION FOR BIDDERS**

**AFFIRMATION OF BIDDER: The abovesigned bidder affirms and declares:**

1. That this proposal is executed and signed by said bidder with full knowledge and acceptance of the provisions of Form SP-19 of current issue and in effect on the date of bid issue. Form SP-19, entitled Standard Bid and Contract Terms and Conditions are made a part of the contract.
2. That this proposal is executed and signed by said bidder with full knowledge and acceptance of the provisions of all Special Bid Terms and Conditions attached hereto.
3. That should any part of this proposal be accepted in writing by Procurement Manager within thirty (30) calendar days from the date of bid opening unless an earlier date for acceptance is specified by bidder in proposal schedule, said bidder will furnish and deliver the commodities and/or services for which this proposal is made, in the quantities and at the prices bid, and in compliance with the provisions of the STANDARD BID AND CONTRACT TERMS AND CONDITIONS, COMMODITY SPECIFICATION, PROPOSAL SCHEDULE AND SPECIAL BID AND CONTRACT TERMS AND CONDITIONS. Should award of any part of this proposal be delayed beyond the period of thirty (30) days or an earlier date specified by bidder in proposal schedule, such award shall be conditioned upon bidder's acceptance.
4. Acceptance of the conditions set forth herein, agreement in strict accordance therewith, and will furnish and deliver the commodities and/or services to the state agency or agencies named in the PROPOSAL SCHEDULE at the prices bid therein.
5. **Should Procurement Services determine that bidder has not completed Section 3 - Bidder Debarment and/or Suspension included as part of this document, then such determination may be just cause for disqualification from the evaluation of this bid.**

**Section 3 of 4 - BIDDER DEBARMENT AND/OR SUSPENSION**

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

YES  NO

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

YES  NO

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

Number of notices attached \_\_\_\_\_

**Section 4 of 4 – OTHER NOTICES**

**Notice regarding Package Handling at 165 Capitol Avenue**

As part of new security processes, all mail, packages and parcels, **including bids**, delivered to the State Office Building at 165 Capitol Avenue will be opened and examined by trained mail handling staff. Bids will then be resealed, forwarded to Procurement Services, and opened as scheduled. This procedure also applies to hand- carried packages.

Bidders, note that additional time will be required to carry out these procedures. Allow extra time for processing of mail or personally delivered bids to Procurement Services. Remember, Bids cannot be accepted after Bid Opening Time specified on the bid.

**NOTE: ALWAYS USE MAILING LABEL INCLUDED WITH EACH BID ON ALL PACKAGES WHEN RETURNING THE ORIGINAL & ONE COPY OF YOUR BID RESPONSE.**

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

**Linda LoSchiavo**  
Contract Specialist

**(860)713-5078**  
Telephone Number

**STATE OF CONNECTICUT**  
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BID NO.:  
**04PSX0050**

**Standard Bid and Contract Terms and Conditions - Page 1 of 3**

**All Invitations For Bids issued by the Department of Administrative Services, Procurement Services will bind Bidders to the terms and conditions listed below, unless specified otherwise in any individual Invitation For Bids.**

**Incorporated by reference into this contract are applicable provisions of the Connecticut General Statutes including but not limited to Sections 4a-50 through 4a-80 and applicable provisions of the Regulations of Connecticut State Agencies including but not limited to Sections 4a-52-1 through 4a-52-22.**

**The contractor agrees to comply with the statutes and regulations as they exist on the date of this contract and as they may be adopted or amended from time to time during the term of this contract and any amendments thereto.**

**Submission of Bids**

1. Bids must be submitted on forms supplied by Procurement Services. Telephone or facsimile bids will not be accepted in response to an Invitation For Bids.
2. The time and date bids are to be opened is given in each bid issued. Bids received after the specified time and date of bid opening given in each bid proposal shall not be considered. Bid envelopes must clearly indicate the bid number as well as the date and time of the opening of the bid. The name and address of the Bidder should appear in the upper left hand corner of the envelope.
3. Incomplete bid forms may result in the rejection of the bid. Amendments to bids received by Procurement Services after the time specified for opening of bids, shall not be considered. An original and one copy of the proposal schedule shall be returned to Procurement Services. Bids shall be computer prepared, typewritten or handwritten in ink. Bids submitted in pencil shall be rejected. All bids shall be signed by a person duly authorized to sign bids on behalf of the bidder. Unsigned bids shall be rejected. Errors, alterations or corrections on both the original and copy of the proposal schedule to be returned must be initialed by the person signing the bid proposal or their authorized designee. In the event an authorized designee initials the correction, there must be written authorization from the person signing the bid proposal to the person initialing the erasure, alterations, or correction. Failure to do so shall result in rejection of bid for those items erased, altered or corrected and not initialed.
4. Conditional bids are subject to rejection in whole or in part. A conditional bid is defined as one which limits, modifies, expands or supplements any of the terms and conditions and/or specifications of the invitation for bids.
5. Alternate bids will not be considered. An alternate bid is defined as one which is submitted in addition to the bidders primary response to the invitation for bids.
6. Prices should be extended in decimal, not fraction, to be net, and shall include transportation and delivery charges fully prepaid by the Contractor to the destination specified in the bid, and subject only to cash discount.

7. Pursuant to Section 12-412 of the Connecticut General Statutes, the State of Connecticut is exempt from the payment of excise, transportation and sales taxes imposed by the Federal Government and/or the State. Such taxes must not be included in bid prices.

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

9. By its submission the Bidder represents that the bid is not made in connection with any other Bidder submitting a bid for the same commodity or commodities and is in all respects fair and without collusion or fraud.

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

**Guaranty or Surety**

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

**Samples**

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

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

**Award**

14. Award will be based on quality of the articles or services to be supplied, their conformance with specifications, delivery terms, price, administrative costs, past performance, and financial responsibility.

15. Procurement Services may reject any bidder in default of any prior contract or guilty of misrepresentation or any bidder with a member of its firm in default or guilty of misrepresentation.

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

STANDARD BID  
TERMS AND CONDITIONS  
SP-19 Rev. 11/02  
(Prev. Rev. 04/02)  
**Linda LoSchiavo**  
Contract Specialist  
  
(860)713-5078  
Telephone Number

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

BID NO.:  
04PSX0050

**Standard Bid and Contract Terms and Conditions - Page 2 of 3**

**Contract**

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

18. The Contractor shall not assign or otherwise dispose of their contract or their right, title or interest, or their power to execute such contract to any other person, firm or corporation without the prior written consent of Procurement Services.

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

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

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

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

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

**Delivery**

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

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

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

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

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

**Saving Clause**

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

**Advertising**

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

**Rights**

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

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

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

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

STANDARD BID  
TERMS AND CONDITIONS  
SP-19 Rev. 11/02  
(Prev. Rev. 04/02)  
**Linda LoSchiavo**  
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BID NO.: 04PSX0050
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**Standard Bid and Contract Terms and Conditions - Page 3 of 3**

**Records, Files, and Information**

35. Incorporated by reference into this contract and Pursuant to Public Act No. 01-169, each contract in excess of two million five hundred thousand dollars between a public agency and a person for the performance of a governmental function shall (1) provide that the public agency is entitled to receive a copy of records and files related to the performance of the governmental function, and (2) indicate that such records and files are subject to the Freedom of Information Act and may be disclosed by the public agency pursuant to the Freedom of Information Act.

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

**Health Insurance Portability and Accountability Act (HIPAA)**

37. Under the Health Insurance Portability and Accountability Act (HIPAA) of 1996, Bidders are expected to adhere to the same standards as the state agency/covered entity as to Protected Health Information (PHI), to maintain compliance with Title 45 CFR Part 164.504, Uses and Disclosures: Organizational Requirements, Bidder Contracts. Protected Health Information (PHI) includes information related to claims, health services, federal and state tax information, financials, criminal/court related information and other personally identifiable records. Bidder agrees that it shall be prohibited from using or disclosing the PHI provided or made available by the state agency/covered entity or viewed while on the premises for any purpose other than as expressly permitted or required by this Contract. These uses and disclosures must be within the scope of the Bidder's

services provided to the state agency/covered entity. Bidders shall establish and maintain reasonable safeguards to prevent any use or disclosure of the PHI, other than as specified in this Contract or required by law. Bidder agrees that anytime PHI is provided or made available to any subcontractors or agents, Bidder must enter into a subcontract, which contains the same terms, conditions and restrictions on the use and disclosure of PHI as contained in this Contract. Bidder agrees to make available and provide a right of access to PHI by the individual for whom the information was created and disclosed. Bidder agrees to make information available as required to provide an accounting of disclosures. Bidder agrees to make its internal practices, books, and records relating to the use or disclosure of PHI received from, or created or received by Bidder on behalf of the state agency/covered entity, available to the Secretary of Health and Human Services (HHS) for purposes of determining compliance with the HHS Privacy Regulations. At termination of this Contract, Bidder agrees to return or destroy all PHI received from, or created by the state agency/covered entity. If not feasible, extend the protections of this agreement to the PHI and limit further uses and disclosures. Bidder will have procedures in place for mitigating any harmful effects from the use or disclosure of PHI in a manner contrary to this Contract or the HHS Privacy Regulations. Bidder must develop and implement a system of sanctions for any employee, subcontractor or agent who violates this Contract or the HHS Privacy Regulations. The PHI shall be and remain the resources of the state agency/covered entity. Bidder agrees that it acquires no title or rights to the information, including any de-identified information, as a result of this Contract. Bidder agrees that the state agency/covered entity has the right to immediately terminate this Contract if the state agency/covered entity determines that Bidder has violated a material term of this HIPAA Compliance Agreement above.

**STATE OF CONNECTICUT**  
**COMMISSION ON HUMAN RIGHTS AND OPPORTUNITIES (CHRO)**  
**WORKPLACE ANALYSIS AFFIRMATIVE ACTION REPORT**  
**EMPLOYMENT INFORMATION FORM**

**Bid Number:**  
**04PSX0050**

Company Name Street Address City State	Contact Person	Phone Number	Date
-------------------------------------------------	----------------	--------------	------

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

JOB CATEGORY	A OVERALL TOTALS (Sum of all columns, A-F Male & Female)	B WHITE (NOT OF HISPANIC ORIGIN)		C BLACK (NOT OF HISPANIC ORIGIN)		D HISPANIC		E ASIAN / PACIFIC ISLANDER		F AMERICAN INDIAN OR ALASKAN NATIVE	
		Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
Officials/Managers											
Professionals											
Technicians											
Sales Workers											
Office/Clerical											
Craft Workers (Skilled)											
Operatives(Semi-skilled)											
Laborers (Unskilled)											
Service Workers											
TOTALS ABOVE											

Do you use minority businesses as subcontractors or suppliers? <input type="checkbox"/> Yes <input type="checkbox"/> No	Explain:
If CT based, do you post all employment openings with the State of Connecticut Employment Service? <input type="checkbox"/> Yes <input type="checkbox"/> No	Explain:
Do you use an Affirmative Action Plan? <input type="checkbox"/> Yes <input type="checkbox"/> No	Explain:

Describe your recruitment, hiring, training and promotion anti-discrimination practices.

**PLEASE READ CAREFULLY**

**SPECIAL BID & CONTRACT TERMS AND CONDITIONS FOR  
PRINTING AND RELATED SERVICES**

**CONTRACT/PROPOSAL PERIOD:**

The state intends that this contract shall be in effect from Date of Award through March 31, 2006. By mutual agreement of awarded contractor and the state, this contract may be extended for a period up to the full original contract terms or parts thereof. Said option may be exercised only upon satisfactory performance and by mutual consent from both parties.

**BID PRICES:**

Bid prices shall remain firm for the length of the contract award.

**STATE OWNERSHIP:**

All negatives, plates, mechanicals and/or computer media, etc. generated by the contractor that relate to this contract shall become the property of the State of Connecticut. Mechanicals and/or negatives furnished by the State to the contractor must be returned in acceptable condition with the final delivery of each printing.

All artwork must be returned to the agency as soon as the printing job is completed.

Failure to return these materials may delay payment of contractor's invoice; result in a penalty assessment which may be deducted from the contractor's invoice; result in a penalty assessment that would be owed to the agency; and/or the possibility of not allowing your company to quote on any future bids for printing services.

**COMPOSITION/SPECIFICATIONS:**

All work is according to bid sample(s)/mock-up(s) and all bid specifications. All bid specifications should be read carefully for they may supersede the bid sample/mock-up. Be aware that most samples/mock-ups may be for format purposes only. Printer must get final copy from agency.

**CONSTRUCTION AND MATERIALS**

Whether specified or not, all work must be of such kind and quality as to give satisfactory results when the item in reference is used under the conditions stated and implied.

**BROKERS AND CONTRACTORS THAT WILL BE SUBCONTRACTING:**

If the awarded contractor is either a broker and/or contractor that will be subcontracting on a State of Connecticut contract, the sole responsibility of the contract will rest upon the awarded contractor not the subcontractor/printer. If the awarded contractor has any problems with the subcontractor/printer, it is the awarded contractor responsibility to handle and resolve all problems. If the problems are not resolved, the awarded contractor must contact DAS/Procurement and the using agency about finding another means to complete the printing job by the stated deadline.

It is the awarded contractor's responsibility to ensure that all negatives, plates, mechanicals and/or computer media, etc, generated by the subcontractor/printer are returned to the agency.

All billing invoices will be issued from the awarded contractor only. No invoices shall be submitted to any agency with the subcontractor's name listed on it. If so, the agency will not be permitted to issue payment of that particular invoice. It is also understood that the awarded contractor shall be responsible for all payment of fees charged by the subcontractor.

**NOTE: It is important for the awarded contractor to ensure that the subcontractor/printer is made aware of, understands, and abides by all that is written within all the bid/contract terms and conditions.**

**The awarded contractor must provide the printer with copies of all the state's printing specifications that are included in this bid. This will also help ensure that there are no discrepancies, misunderstandings or problems regarding the printing specifications.**

**DEVIATIONS IN QUANTITIES:**

Deviations in quantities shall be deemed to mean any quantities in excess of "overrun" limitations stated in the contract award or if no limitation is stated any quantity in excess of 5% of the quantity called for in the contract award.

Option, agencies may state overrun limitations in quantities in excess but not greater than 10% of the quantity called for or they may elect for "No Overruns – Exact Amount". Agency should write an overrun clause within their specifications and/or on the purchase order of each print job.

**ADDITIONAL PAGES/AUTHOR'S ALTERATIONS/ADDITIONAL CHARGES:**

No contractor shall order any additional pages for a publication or effect any author's alterations to galleys or page proof or add any additional charges which will increase the cost of a publication by more than 5% of the amount of the contract award without prior written approval from Procurement Services.

No contractor shall order any additional pages for a publication or effect any author's alterations to galleys or page proof or add any additional charges which will increase the cost of a publication by less than 5% of the amount of the contract award without prior written approval from the applicable state agency.

When any additional pages for a publication or effect any author's alterations to galleys or page proof or add any additional charges may be needed, the Contractor shall submit to Procurement Services or the state agency a list containing the description of the work to be performed along with any charges. Procurement Services or the state agency in turn will either approve or disapprove these changes and charges.

In the event, a Contractor proceeds to perform any type of work without written permission from Procurement Services or from the state agency, the contractor will be liable for **all** additional costs incurred in excess of the amount specified in the contract award. The state will not be responsible for any additional charges not approved in writing prior to the contractor performing any work.

**PROOFS:**

Final proofs of all forms as approved by a State agency shall apply only for the correctness of copy. All other factors including but not limited to paper stock, composition, inks, carbons, color sequences, numbering, etc. shall be governed by the original bid specifications and any revisions made thereto prior to bid opening. The agency should receive two sets of proofs from vendor unless otherwise stated in bid specifications.

Contractor shall have agency's approval and signature written on the proof prior to proceeding any further. If the contractor proceeds without approval and signature, the contractor will assume all charges for corrections that may be needed.

**DISCREPANCIES:**

In the event of any discrepancies between the final proofs and the bid specification, the bid specification shall govern. Contractors who note any discrepancies between the final proofs and the bid specification shall notify the buyer at Procurement Services for resolution of the discrepancy. Failure to notify the buyer as prescribed above shall not relieve the contractor from completing the job in accordance with the bid specifications at no additional cost to the State.

**DELIVERY:**

Delivery must be made as ordered and in accordance with the contract award. If the contractor is responsible for late delivery, his firm is subject to removal from the bidders list for a time period to be determined by the Procurement Manager, Procurement Services.

The weight of delivered cartons is not to exceed 40 lbs, unless stated otherwise. No loose packing in cartons. Label each carton and package on each end, showing description, quantity and form numbers (if any).



**LATE DELIVERY:**

The using agency shall have the right to recover the amount of \$1,000.00 for each business day elapsing between the time guaranteed for delivery and the actual date of delivery.

**BASIS OF AWARD:**

Award will be made to the lowest responsible qualified bidder. The following items will be considered in determining whether or not a bidder is deemed responsible.

- Past performance
- Equipment capabilities
- Bidder qualifications sheet
- The volume and dollar amount of the current bid
- Number of state contracts currently held by a vendor. (The state is aware of the possibility that additional awards to a single bidder may jeopardize the quality of their work and/or delivery times of other state printing jobs or to the award that is to be made.)

**ALL CORRESPONDENCE, CHANGE OF COMPANY NAME, ADDRESS, TELEPHONE NUMBER(S), FEDERAL IDENTIFICATION NUMBER AND/OR CONTACT PERSON, ETC.:**

All correspondence regarding this contract should be directed to the address below. In the event that the awarded contractor company's name and/or Federal Identification Number changes, and/or company moves and/or updates address and/or telephone number(s) and/or contact person, it is the contractor's responsibility to advise the Procurement Services of such changes in writing. The state will not be held responsible for payments or purchase orders which are delayed due to additional routing that was caused by the lack of notification on the contractor's part. These updates shall be forwarded to: DAS/Procurement Services, 165 Capitol Avenue, Room G-8A, Box #150414, Hartford, CT 06115-0414, Attn: Linda LoSchiavo - Tel.: 860-713-5078 –

E-Mail: [linda.loschiavo@po.state.ct.us](mailto:linda.loschiavo@po.state.ct.us).

**NOTE:**

**It is imperative that all bid specifications are read carefully. These specifications contain pertinent information for assisting your company to complete the attached bid package. Any questions related to this bid package can be directed to Linda LoSchiavo or to the agency contact person listed within the bid specifications or bid proposal pages.**

**Specifications for Connecticut Office of the State Comptroller Cut Sheet Check Stock to be used in Xerox 4635MX High-Speed Laser printer.**

Form number is CO-205 (REV 1/04).

**CONSTRUCTION**

One part, flat form.

**COMPOSITION**

Two sections different. Payee name and address on top of the first section, remittance statement on the bottom of the first section. Both subsidiary sections above comprise the top section. Check is the bottom section only. Backer on check face only.

**SIZE**

Overall: 8-1/2" (Side to Side) x 11" (Top to Bottom), cut sheet. Statement Detached: 8-1/2" (Side to side)x 7-1/3" (Top to Bottom). Check Detached: 8-1/2" (Side to Side) x 3-2/3" (Top to Bottom). Horizontal perforation 8-1/2" width (Side to Side) across dividing the bottom of the remittance statement(bottom of top section) from the vendor check (top of bottom section).

**PAPER STOCK**

All sheets must be square and to size. OCR bond, 24 lb., MICR safety paper.

Paper must be compatible with Xerox 4635MX high-speed laser printer and Pitney-Bowes Series 7 finishing equipment, including R205 heavy-duty folder-feeder. (Sheet will be Z-folded.)

Testing in OSC Xerox 4635 printer must result in fewer than 0.5 paper-caused simplex jams per 5,000 sheets.

The paper shall be free from wrinkles, splices, foldovers, holes, tears, and other detrimental defects. Reams of a paper shall be free from lint, dust and glue spots. Ream and roll sides shall be cleanly cut and free from excessive fuzziness and padding.

The paper shall not emit any obnoxious or irritating odor, and not release any volatile chemicals in sufficient quantities to be harmful to human health, when heated to temperatures normal in laser printing fusing system. Additionally, the paper shall not cause skin irritation or sensitization.

**FURTHER TECHNICAL SPECIFICATIONS**

Vendors uncertain as to whether their stock meets requirements for the Xerox 4635MX printer should consult Xerox Corporation "Generic Specification, Xerox Paper Product Requirements" available from Xerox Corporation. This document deals with required specifications for basis weight, caliper, smoothness, stiffness, moisture, brightness, opacity, surface resistivity, paper curl, dust, cut quality, etc.

## **WRITTEN PAPER SPECIFICATIONS**

Vendors must provide with their bid, detailed written specifications of their paper.

### **GRAIN DIRECTION**

Grain direction must be parallel to the short edge of the 8½” by 11” sheet, rendering the paper short grain on the 11” dimension and long grain on the 8½” dimension.

### **BANK REQUIREMENTS**

Stock must have minimum paper reflectance of .60 or greater. Minimum print contrast signal (PCS) .10; Maximum PCS, .30. Paper and printing specifications not detailed in this RFP, including reflectance and print contrast, may be found in ANSI standards X9.13, X9.27, X9.7, and X9.18.

Check must meet requirements for bank image processing of the Quality Assurance unit of the bank holding the State's account.

### **PAPER COLOR**

White. Check face is blue.

### **CHEMICAL SENSITIVITY**

Stock must contain a minimum of three family chemical sensitivity features (including reaction to chlorine bleach, polar & non-polar solvents). A chemical attempt to alter the document will result in either (a) a visible stain or mark on the paper or (b) the word “VOID” being revealed.

Bidders must present an explanation of their chemical sensitivity products and processes for review, and provide samples of same.

### **TONER ANCHORAGE**

The paper must contain a toner anchorage treatment that bonds MICR toner images to the paper fibers to insure that any attempt to tamper with a document by lifting off or scraping away an image would cause instant destruction of paper fibers, making alterations, even to the untrained eye, immediately apparent.

Bidders must present an explanation of their toner adhesion products and process for review, along with samples.

### **PRESSWORK**

The presswork must contain “VOID” pantograph which will be exposed when an attempt is made to photocopy on either color or black-and-white photocopiers, fax or otherwise reproduced. Void pantograph must meet the image processing requirements of bank holding state's accounts.

Check face is blue, warning band to read "This check is blue, the back contains a state seal

watermark, hold at an angle to verify."

The void pantograph, of heat resistant ink, must be on bottom one third front side of form (check face). The document area corresponding to the MICR clear band (5/8 inch bottom band of finished document) should be kept free of printing ink on both the front and back of the finished document.

Two sides different. Check face: Light blue ink background with armorial bearing (state of Connecticut seal). Backer on reverse side of check face: light black/gray ink. Head to left. Check backer: one solid line in light gray ink (to be determined by OSC and awarded vendor). In same ink, the following messages must appear:

"KNOW YOUR ENDORSER – REQUIRE IDENTIFICATION" Top edge.

"DO NOT WRITE, STAMP OR SIGN BELOW THIS LINE" One and one half inch below top edge.

In black ink, the sequenced check stock inventory control number (see below) must appear in upper left edge of the backer running in long direction. In smaller type (to be determined by awarded vendor and Office of the State Comptroller), the form name will be printed: CO-205 (REV 1/04).

Exact ink colors (PMS specifications) to be determined by awarded vendor and Office of the State Comptroller.

The ink will be subject to temperatures up to 395 degrees Fahrenheit, and 120 psi pressure, for a dwell time of 28 milliseconds. Printing inks are also exposed to fuser oil and Xerox MICR toner during laser printing. Printing ink must dry well, not be tacky, and not transfer from a printed sheet onto other surfaces (offset).

Inks to avoid include coldset inks, conductive inks, and rubber-based inks. Drying agents such as starch, talc and rosin sprayed on the forms must also be avoided.

### **SEQUENCED CHECK STOCK INVENTORY CONTROL NUMBER**

Each piece of stock must be imprinted individually with a nine-digit sequenced check stock inventory control number in black ink. (Sequence to begin with test sheets at number 000000001.) Numbers must be printed in ascending order (from top to bottom of sheets stacked face-up in packaged ream). Type size is to be determined by awarded vendor and Office of the State Comptroller. Numbers must be printed on the back of the sheet at the lower left edge of the sheet on the document backer, 1 inch from the bottom edge and 1 inch from the left edge on the check portion.

One eighth inch below check stock inventory control number, in smaller type (size to be determined), the form number CO-205 (REV 1/04) shall be printed in black ink.

### **ARTIFICIAL WATERMARK**

Presswork must include an artificial (white ink) watermark, visible at a 45 degree angle, on reverse side of check.

### **OTHER SECURITY FEATURES**

Bidders are requested to record and price (separately) as part of their bid quotation the cost of producing the same stock detailed herein and adding each of the security features mentioned below individually, and in the following combinations: 1, 2 and 3; 1 and 2; 1 and 3; and 2 and 3.

1. Uneven laid lines at an angle (not vertical or horizontal) on the reverse of the check face.
2. Microprinted words or phrases so small, they appear as a solid line on the check face.
3. A VOID pantograph evident when the check face is scanned on commonly-available desktop digital scanners, or other feature that deters fraud by digital scanning.

Vendors who package security features may bid them in this way, including explanations of each feature in each package.

### **POSTAL REQUIREMENTS**

The presswork on the check face must meet U.S. Postal Service OCR requirements as to density and reflectance.

### **MICROPERFORATION**

Microperforation (7 1/3 inches from top of sheet and 3 2/3 inches from bottom of sheet) must be strong enough to withstand mechanical folding without separating. Perforations should be at least 9 perforations per inch. Perforations should not cause deletions of text; perforations line must be flattened or ironed to reduce or eliminate underside bulge. Perforation must result in easy tear-off of check. Ratio of holes to paper should be 1 to 1.

NOTE: Refer to "MACHINE USE" section to determine the type of perforation best suited to the equipment used in processing.

### **MACHINE USE**

Printer: Xerox High-speed laser printer. Model: 4635-MX

Insertor: Pitney Bowes Series 7 including R205 heavy duty folder feeder.

### **PACKAGING**

Forms must be packaged by reams in corrugated cardboard cartons. Each ream must be poly laminated moisture-proof ream wrapped to protect during storage and shipment. (Kraft and wax-coated wrappers are unacceptable). Within each ream package cardboard must be included top and bottom. Use a low shrink-wrap force so that the package is not distorted, especially at the corners. Additionally, carrier is to use wood pallets only and wrap with polyethylene film each pallet and its cargo. Pallets should allow for two-way powered entry of handling equipment

and surface/platform boards spaces approximately 1 inch apart to minimize carton damage in multi-tier stacking. Pallet must also be safe (load-bearing components) in free rack storage systems.

### **EMERGENCY QUANTITY**

A quantity of laser check stock equivalent to 15 percent of the contract total (rounded off to the nearest full carton) must be stored at the vendor's secured off-site storage facility. Seals on the laser check stock paper cartons stored at the vendor's off-site storage facility must remain unbroken. (See Notes to Vendor #3.)

### **LABEL**

Both ends of each carton must be labeled. Each ream must be labeled. Each label must include: form number and revision date, purchase order number, title, quantity, and beginning and ending check stock inventory control numbers.

### **REFERENCES**

References giving name, address and phone number of contacts at three successful applications with proposed stock in use, printing at least 1 million impressions annually on a Xerox 4635 printer, must be provided with your bid or bid may be rejected..

### **VENDOR LOCATION**

The awarded vendor must have a multi-person office, printing plant, or vendor-owned, secure warehouse facility housing the aforementioned emergency quantity of check stock, within Connecticut or within a 125-mile radius of Hartford.

### **MOCK-UP**

Before initiating printing, the awarded vendor must submit a mock-up which must be a model page of the stock that has locations for all presswork and perforations.

### **TEST**

Before initiating the main print run, the awarded vendor must submit 10,000 samples of the check stock specified herein as a test sample. All presswork, security features, paper qualities and other characteristics will be the same as the full production run of printed laser check stock. Vendor should refrain from printing full amount of check stock until Office of the State Comptroller has informed vendor that this laser check stock is acceptable.

**(NOTE:** All samples are to be sent to Office of the State Comptroller, Business Office - Room 107, 55 Elm Street, Hartford, CT 06106-1775. (Contact names will be provided to awarded vendor on issuance of purchase order.)

### **DELIVERY**

Once samples have been approved by the Office of the State Comptroller, the awarded vendor

shall print all remaining sheets in one press run. Shipping of non-emergency quantity of stock shall be in four approximately equal shipments, according to rules discussed below. Office of the State Comptroller will give vendor three weeks notice of the need for a shipment.

Before each delivery of printed check stock, the awarded vendor must provide 1,200 samples from the actual stored stock. These samples must be provided no later than two (2) weeks prior to the tentative delivery date for the shipment. Scheduled delivery is not to be made until vendor has received written approval that the samples are accepted by the Office of the Comptroller.

Deliveries are to be made approximately every three months, with approximately one-fourth of total non-emergency stock to be delivered in each case. No overages or shortages of check stock are allowed in any shipment.

Inside delivery to 55 Elm St. via left rear dock. Receiving platform is located on the (1st) floor at left rear of main building. Height limitation: 13'2". Straight bed truck required (limited turning area). Vendor must provide two delivery persons with pallet jack. Delivery hours: 8:30 A.M. to 11:00 A.M by previous appointment only, with 48 hours notice required. Contact names will be provided to awarded vendor upon issuance of purchase order. Address to: State of Connecticut, Office of State Comptroller, Business Office, Room 107, 55 Elm Street, Hartford, CT 06106-1775.

#### **TOTAL PIECES**

Total delivered pieces of laser check stock covered under this contract is 2,000,000.

At the option of the Office of the State Comptroller, the agency may purchase an additional 2,000,000 pieces of laser check stock. At which time, the contract may be extended for an additional amount of time to allow for the exhaustion of the laser check stock.

#### **NOTES TO VENDOR**

1. Price must be held throughout the life of this contract.
2. Manufacturers only are eligible for award. No brokers will be considered. Subcontracting of actual printing is not allowed.
3. The total quantity of laser check stock paper for this order is 2,000,000 sheets. The first production delivery (excluding 1200 test samples) is expected on or about April 1, 2004 to Office of the State Comptroller (contact Business Office - Room 107, 55 Elm Street, Hartford, CT. Contact names will be provided to awarded vendor upon issuance of purchase order.) Laser printer check stock paper amounting to 15 percent of the total contract quantity will be stored in a secured off-site facility by the vendor for emergency back-up use. Shipment of off-site, laser printer check stock paper is required within 24-48 hours of stated

emergency. Vendor will be notified in writing when off-site laser printer check stock paper is to be delivered under normal conditions.

4. Once all test samples have been approved by the State Comptroller's Office, State Treasurer's Office, and the Bank, remaining laser check stock from the production printing run will be shipped to the vendor's secured off-site storage area.
5. Vendor is to quote separately for storage on a per carton per month basis.
6. Vendor must provide an itemized laser check stock paper control packing list per box including the following items:
  - a. Total number of cartons.
  - b. Quantity per carton (number of reams).
  - c. Name of person packing carton.
  - d. Vendor order (job) number.
  - e. Customer name: State of Connecticut - Office of the State Comptroller
  - f. Customer purchase order number:
  - g. Form Name: Laser Check Stock – CO-205 (NEW 1/04)
  - h. Total quantity of laser check stock shipped.
7. Upon acceptance of the proposal the State of Connecticut will provide the following to the awarded vendor:
  - a. Artwork for armorial bearing
  - b. Templates of the face and check backer with locations of all presswork including pre-printed inventory control number, and all required type sizes and fonts.

NOTE: The vendor must return all artwork and templates to Comptroller's Business Office (contact name to be provided).

**Vendors Note:**

**Please carefully read all bid specifications.**

**Vendor must submit all information requested within these specifications or bid may be rejected.**

.....  
End of laser check stock paper specifications (CO-205 NEW)



# STATE OF CONNECTICUT BIDDER'S STATEMENT OF QUALIFICATIONS

Bid Number:  
04PSX0050

Page 1 of 2

(PLEASE RETURN THIS FORM WITH YOUR BID.)

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

COMPANY NAME: \_\_\_\_\_  
&  
ADDRESS: \_\_\_\_\_

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

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

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

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

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

LIST OTHER NAMES YOUR COMPANY GOES BY: \_\_\_\_\_

LIST PREVIOUS COMPANY NAME (S) \_\_\_\_\_

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

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

**STATE OF CONNECTICUT**  
**BIDDER'S STATEMENT OF QUALIFICATIONS**

**Bid Number:**  
**04PSX0050**

Page 2 of 2

COMPANY NAME: \_\_\_\_\_

SIZE OF COMPANY  
OR CORPORATION: NUMBER OF EMPLOYEES: FULL TIME \_\_\_\_\_ PART TIME \_\_\_\_\_

COMPANY VALUE: EQUIPMENT ASSETS \_\_\_\_\_ TOTAL ASSETS \_\_\_\_\_

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

REGISTRATION DATE, IF AVAILABLE: \_\_\_\_\_

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

IS YOUR COMPANY A MANUFACTURER?  YES  NO

IS YOUR COMPANY A BROKER?  YES  NO

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

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

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
TITLE

# STATE OF CONNECTICUT

BID NO.: <b>04PSX0050</b>
------------------------------

**Linda LoSchiavo**  
*Contract Specialist*

**DEPARTMENT OF ADMINISTRATIVE SERVICES**

**PROCUREMENT SERVICES**

**165 Capitol Avenue, 5<sup>th</sup> Floor South**

**PO Box 150414**

**HARTFORD, CT 06115-0414**

**(860)713-5078**  
*Telephone Number*

## Affidavit for Contractor or Lessor - Integrity in State Contracting Policy

### Office of the Attorney General

Page 1 of 2

I, \_\_\_\_\_, hereby swear that, during the ten years preceding the date of this affidavit, neither I nor an official, employee or agent of myself or \_\_\_\_\_ (legal name of entity) have provided or caused to be provided gifts, as defined in Conn. Gen. Stat. §1-79(e), except as otherwise set forth below, including a gift for the celebration of a major life event as described in Conn. Gen. Stat. §1-79(e)(12), to a state official or employee of the contracting or leasing agency or a state official or employee of a state agency or department which has supervisory or appointing authority over the contracting or leasing agency. The contracting agency has provided me with the names of the following agencies or departments that have supervisory or appointing authority over such department:

\_\_\_\_\_

\_\_\_\_\_

<u>Name of recipient of the gift</u>	<u>Description of gift and value</u>	<u>Date of gift</u>
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____

Sworn as true to the best of my knowledge and belief, false statement punishable under law:

_____	_____	_____
Print name	Signature	Date

Sworn and subscribed before me on this \_\_\_\_\_ day of \_\_\_\_\_, 200\_\_\_\_,

\_\_\_\_\_  
Commissioner of the Superior Court/  
Notary Public

# STATE OF CONNECTICUT

DEPARTMENT OF ADMINISTRATIVE SERVICES

PROCUREMENT SERVICES

165 Capitol Avenue, 5<sup>th</sup> Floor South

PO Box 150414

HARTFORD, CT 06115-0414

BID NO.:

04PSX0050

Linda LoSchiavo  
Contract Specialist

(860)713-5078  
Telephone Number

## Affidavit for Contractor or Lessor - Integrity in State Contracting Policy

### Office of the Attorney General

Page 2 of 2

“GIFT” IS DEFINED UNDER Conn. Gen. Stat. §1-79(e), excluding subdivision (12) as follows:

- (e) "Gift" means anything of value, which is directly and personally received, unless consideration of equal or greater value is given in return. "Gift" shall not include:
- (1) A political contribution otherwise reported as required by law or a donation or payment as described in subdivision (9) or (10) of subsection (b) of section 9-333b;
  - (2) Services provided by persons volunteering their time;
  - (3) A commercially reasonable loan made on terms not more favorable than loans made in the ordinary course of business;
  - (4) A gift received from (A) an individual's spouse, fiance or fiancée, (B) the parent, brother or sister of such spouse or such individual, or (C) the child of such individual or the spouse of such child;
  - (5) Goods or services (A) which are provided to the state (i) for use on state property, or (ii) to support an event or the participation by a public official or state employee at an event, and (B) which facilitate state action or functions. As used in this subdivision, "state property" means (i) property owned by the state, or (ii) property leased to an agency in the Executive or Judicial Department of the state;
  - (6) A certificate, plaque or other ceremonial award costing less than one hundred dollars;
  - (7) A rebate, discount or promotional item available to the general public;
  - (8) Printed or recorded informational material germane to state action or functions;
  - (9) Food or beverage or both, costing less than fifty dollars in the aggregate per recipient in a calendar year, and consumed on an occasion or occasions at which the person paying, directly or indirectly, for the food or beverage, or his representative, is in attendance;
  - (10) Food or beverage or both, costing less than fifty dollars per person and consumed at a publicly noticed legislative reception to which all members of the General Assembly are invited and which is hosted not more than once in any calendar year by a lobbyist or business organization. For the purposes of such limit, (A) a reception hosted by a lobbyist who is an individual shall be deemed to have also been hosted by the business organization which he owns or is employed by and (B) a reception hosted by a business organization shall be deemed to have also been hosted by all owners and employees of the business organization who are lobbyists. In making the calculation for the purposes of such fifty-dollar limit, the donor shall divide the amount spent on food and beverage by the number of persons whom the donor reasonably expects to attend the reception;
  - (11) Food or beverage or both, costing less than fifty dollars per person and consumed at a publicly noticed reception to which all members of the General Assembly from a region of the state are invited and which is hosted not more than once in any calendar year by a lobbyist or business organization. For the purposes of such limit, (A) a reception hosted by a lobbyist who is an individual shall be deemed to have also been hosted by the business organization which he owns or is employed by, and (B) a reception hosted by a business organization shall be deemed to have also been hosted by all owners and employees of the business organization who are lobbyists. In making the calculation for the purposes of such fifty-dollar limit, the donor shall divide the amount spent on food and beverage by the number of persons whom the donor reasonably expects to attend the reception. As used in this subdivision, "region of the state" means the established geographic service area of the organization hosting the reception;
  - (12) A gift, including but not limited to, food or beverage or both, provided by an individual for the celebration of a major life event;
  - (13) Gifts costing less than one hundred dollars in the aggregate or food or beverage provided at a hospitality suite at a meeting or conference of an interstate legislative association, by a person who is not a registrant or is not doing business with the state of Connecticut;
  - (14) Admission to a charitable or civic event, including food and beverage provided at such event, but excluding lodging or travel expenses, at which a public official or state employee participates in his official capacity, provided such admission is provided by the primary sponsoring entity;
  - (15) Anything of value provided by an employer of (A) a public official, (B) a state employee, or (C) a spouse of a public official or state employee, to such official, employee or spouse, provided such benefits are customarily and ordinarily provided to others in similar circumstances;
  - (16) Anything having a value of not more than ten dollars, provided the aggregate value of all things provided by a donor to a recipient under this subdivision in any calendar year shall not exceed fifty dollars.

# STATE OF CONNECTICUT

## PROCUREMENT SERVICES

<b>BID NO.:</b> 04PSX0050
------------------------------

**Linda LoSchiavo**  
Contract Specialist

**(860)713-5078**  
Telephone Number

<b>PROPOSAL SCHEDULE</b> <b>for Bid No.: 04PSX0050</b>  <b><u>IMPORTANT!</u></b> <b><u>RETURN ORIGINAL AND ONE COPY</u></b>	DELIVERY:						
	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%; padding: 5px;">TERMS:</td> <td style="padding: 5px;">CASH DISCOUNT:</td> </tr> <tr> <td></td> <td style="text-align: center; padding: 5px;">%</td> </tr> <tr> <td></td> <td style="text-align: center; padding: 5px;">Days</td> </tr> </table>	TERMS:	CASH DISCOUNT:		%		Days
TERMS:	CASH DISCOUNT:						
	%						
	Days						

Payment terms are net 45 days. Any deviation may result in bid rejection. Bid prices shall include all transportation charges FOB state agency.	BIDDER NAME:
<b>Page 1 OF 2</b>	SSN OR FEIN #:

ITEM #	DESCRIPTION OF COMMODITY AND/OR SERVICES	QUANTITY	UNIT OF MEASURE	UNIT PRICE	TOTAL PRICE
	<b>PRINTING: CUT SHEET CHECK STOCK</b> CO-205, Rev. 01/04, Laser Cut Sheet Stock  Quote on all of the following security features described below and on page 4 of specifications.  Quote the security features in the following combinations:				
1.	1, 2 and 3:	3,200,000	Each	\$ _____	\$ _____
2.	1 and 2:	3,200,000	Each	\$ _____	\$ _____
3.	1 and 3:	3,200,000	Each	\$ _____	\$ _____
4.	2 and 3:	3,200,000	Each	\$ _____	\$ _____
5.	Storage of check stock:	.....	.....	\$ _____	Per carton Per month  Amount per Carton

# STATE OF CONNECTICUT

## PROCUREMENT SERVICES

**BID NO.:**  
**04PSX0050**

**Linda LoSchiavo**  
Contract Specialist

**(860)713-5078**  
Telephone Number

<b>PROPOSAL SCHEDULE</b> <b>for Bid No.: 04PSX0050</b>  <b><u>IMPORTANT!</u></b> <b><u>RETURN ORIGINAL AND ONE COPY</u></b>	DELIVERY:
	TERMS:      CASH DISCOUNT: <div style="text-align: right; margin-right: 50px;">%</div> Days

Payment terms are net <b>45</b> days. Any deviation may result in bid rejection. Bid prices shall include all transportation charges FOB state agency.  <b>Page      2              OF              2</b>	BIDDER NAME:  SSN OR FEIN #:
--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	------------------------------------

ITEM #	DESCRIPTION OF COMMODITY AND/OR SERVICES	QUANTITY	UNIT OF MEASURE	UNIT PRICE	TOTAL PRICE
	<p><u>NOTE:</u></p> <p>Vendors must bid on each of the combinations or bid may be rejected. Agency will determine which combination to be used.</p> <p>Manufacturer's only. No Brokers allowed. Subcontracting of actual printing is not allowed.</p> <p>Vendors must state warehouse facility where emergency stock will be stored:</p> <p>If the first delivery date of April 1, 2004 can't be met, please specify earliest delivery date by stating the exact date in which delivery can be expected.</p> <p>Please carefully read all bid specifications.</p> <p><b>Vendor must submit all information requested within the detailed specifications of the laser cut sheet check stock or bid may be rejected.</b></p>			<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>	