INVITATION FOR BIDS

SP-11 Rev. 10/03

Susanne Hawkins
Contract Specialist
(860) 713-5064
Telephone Number

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

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
DAS CT State Web Site
susanne.hawkins@po.state.ct.us
Contract Specialist E-mail Address
(860) 622-2941
Fax Number

Invitation for Bids
SPECIFICATIONS & BID DOCUMENTS ATTACHED

Bid Number: 05PSX0120   Bid Opening Date & Time: 8 June 2005 at 2:00 PM Eastern Time

Bid Description: Full service maintenance to include semi-annual inspections and testing of the Notifier Fire Alarm System.

Special Instructions: Mandatory Pre-Bid Meeting and Site Inspection on 5/19/05 @ 1:00
Proposers Must Authorized to work on the Notifier Fire Alarm System.
Proposers Must provide proof of System Certification at the Pre-Bid Meeting and Site Inspection.

***  MANDATORY PRE-BID MEETING and SITE INSPECTION on 19 May 2005 at 1:00 pm Eastern Time  ***

NOTE: Late Arrivals (15 minutes or more) will not be given credit for attendance nor allowed to participate in the bid process.
Vendors will not be admitted to state buildings without a valid photo ID.

Pre-Bid Meeting Location: Riverview Hospital For Children and Youth
Administrative Building
915 River Road
Middletown, CT 06457

This contract replaces the following contract award(s) in part or in total: Closed Contract #978-A-03-0603-C

SEALED BID NO.: 05PSX0120

NOT TO BE OPENED UNTIL: 8 June 2005
2:00 PM Eastern Time

Return Bid To:

PROCUREMENT SERVICES
DEPARTMENT OF ADMINISTRATIVE SERVICES
STATE OF CONNECTICUT
165 CAPITOL AVE 5TH 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

READ CAREFULLY

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 automatically rejected.

___ 2. The Proposal Schedule (SP-16) must be included with your bid and contain the following:
   a. VENDORS NAME MUST BE IN THE UPPER RIGHT CORNER OF ALL PROPOSAL SCHEDULE PAGES.
   b. The bid prices you have offered have been reviewed and verified.
   c. 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).
   d. 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.
   e. The payment terms are Net 45 Days (You may offer cash discounts for prompt payment). Net Terms for periods less than 45 days (Ex. Net 30) may result in bid rejection. Exception: State of CT Small Business Set-Aside bids payment terms shall be in accordance with CGS 4a-60.
   f. The delivery information block has been completed. Be specific: In most cases, “as ordered” or “as required” is not complete information.

___ 3. Vendor Affidavit must be signed, notarized, and returned with bid. Failure to do so may result in bid rejection.

___ 4. Any technical or descriptive literature, drawing or bid samples that are required have been included with the bid.

___ 5. If required the amount of bid surety has been checked and the surety has been included.

___ 6. 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.

___ 7. Any addenda (SP-18) to the bid have been signed and included.

___ 8. MAKE SURE TO INCLUDE THE ORIGINAL PROPOSAL SCHEDULE PAGES (SP-16) ALONG WITH TWO COPIES (unless more copies are requested within the bid specifications).

___ 9. The bid number on the pre-addressed mailing label or on your hand marked return envelope exactly matches the bid number inside the envelope.

___ 10. The pre-addressed mailing label has been used on your bid envelope or the bid 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, 5th floor
   PO Box 150414
   Hartford, CT 06115-0414

___ 11. The bid is mailed or hand-delivered in-time to be received no later than the designated opening date and time. Late bids are not accepted under any circumstances. Please allow enough time if mailing in your bid. Hand-delivered bids must be delivered to the DAS Customer Service Desk, Room 110, 165 Capitol Ave, Hartford, CT.

___ 12. Do not return pages that you are not quoting on. THIS FORM IS NOT TO BE RETURNED WITH YOUR BID.
STATE OF CONNECTICUT
DEPARTMENT OF ADMINISTRATIVE SERVICES
PROCUREMENT SERVICES
165 Capitol Avenue, 5th Floor South
PO BOX 150414
HARTFORD, CT 06115-0414

BID NO: 05PSX0120
BID DUE DATE: 8 June 2005
BID DUE TIME: 2:00 PM Eastern Time
BID SURETY: $0.00
DATE ISSUED: 12 May 2005

DESCRIPTION: Full service maintenance which includes semi-annual inspections and testing of the Notifier Fire Alarm System.

FOR: Riverview Hospital for Children and Youth
915 River Road
Middletown, CT 06457

TERM OF CONTRACT / DELIVERY DATE REQ'D:
Date of Award through June 30, 2010

See Mandatory Pre-Bid Information on Invitation for Bids (form SP-11)
Agency Requisition Number(s): 2005-5

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): ☐ SSN ☐ FEIN

BUSINESS NAME, TRADE NAME, DOING BUSINESS AS (IF DIFFERENT FROM ABOVE)

BUSINESS ENTITY: ☐ CORPORATION ☐ LLC CORPORATION ☐ LLC PARTNERSHIP ☐ LLC SINGLE MEMBER ENTITY
☐ NON-PROFIT ☐ PARTNERSHIP ☐ INDIVIDUAL/SOLE PROPRIETORSHIP

NOTE: If individual/sole proprietor, individual’s name (as owner) must appear in the legal business name block above.

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)

NOTE: If your business is a PARTNERSHIP, you must attach the names and titles of all partners to your bid submission.

NOTE: If your business is a CORPORATION, in which state are you incorporated?

WRITTEN SIGNATURE OF PERSON AUTHORIZED TO SIGN BIDS ON BEHALF OF THE ABOVE NAMED BIDDER

DATE EXECUTED

TYPE OR PRINT NAME OF AUTHORIZED PERSON

TITLE OF AUTHORIZED PERSON

IS YOUR BUSINESS CURRENTLY a DAS CERTIFIED SMALL BUSINESS ENTERPRISE? ☐ YES (ATTACH COPY OF CERTIFICATE) ☐ NO

IF YOU ARE A STATE EMPLOYEE, INDICATE YOUR POSITION, AGENCY & AGENCY ADDRESS.
### BIDDER INFORMATION (CONTINUED)

<table>
<thead>
<tr>
<th>BIDDER ADDRESS</th>
<th>STREET</th>
<th>CITY</th>
<th>STATE</th>
<th>ZIP CODE</th>
</tr>
</thead>
</table>

Add Additional Business Address & Contact information on back of this form.

<table>
<thead>
<tr>
<th>BIDDER E-MAIL ADDRESS</th>
<th>BIDDER WEB SITE</th>
</tr>
</thead>
</table>

**REMITTANCE INFORMATION:**
- **INDICATE BELOW THE REMITTANCE ADDRESS OF YOUR BUSINESS.**
- **SAME AS BIDDER ADDRESS ABOVE.**

<table>
<thead>
<tr>
<th>REMIT ADDRESS</th>
<th>STREET</th>
<th>CITY</th>
<th>STATE</th>
<th>ZIP CODE</th>
</tr>
</thead>
</table>

**CONTACT INFORMATION:**
- **NAME:** (TYPE OR PRINT)

1. **1ST BUSINESS PHONE:** Ext. # **HOME PHONE:**
2. **2ND BUSINESS PHONE:** Ext. # **1ST PAGER:**
3. **CELLULAR:** **2ND PAGER:**
4. **1ST FAX NUMBER:** **TOLL FREE PHONE:**
5. **2ND FAX NUMBER:** **TELEX:**

**WRITTEN SIGNATURE OF PERSON AUTHORIZED TO SIGN BIDS ON BEHALF OF THE ABOVE NAMED BIDDER**

- **SIGN HERE**
- **DATE EXECUTED**

<table>
<thead>
<tr>
<th>TYPE OR PRINT NAME OF AUTHORIZED PERSON</th>
<th>TITLE OF AUTHORIZED PERSON</th>
</tr>
</thead>
</table>

**IS YOUR BUSINESS CURRENTLY A DAS CERTIFIED SMALL BUSINESS ENTERPRISE?**
- **YES (ATTACH CERTIFICATE COPY TO BID)**
- **NO**

If you are a **STATE EMPLOYEE**, indicate your position, agency & agency address.

**FOR PURCHASE ORDER DISTRIBUTION:**
- 1) CHECK ONLY ONE BOX BELOW
- 2) INPUT E-MAIL ADDRESS OR FAX # (IF CHECKED)
- **E-MAIL**
- **FAX**
- **USPS MAIL**
- **EDI**

If EDI was selected, give us a person to contact in your company to set up EDI:
- **NAME:**
- **E-MAIL ADDRESS:**
- **TELEPHONE NUMBER:**

**FOR REQUEST FOR QUOTATION (RFQ) DISTRIBUTION:**
- 1) CHECK ONLY ONE BOX BELOW
- 2) INPUT E-MAIL ADDRESS OR FAX # (IF CHECKED)
- **E-MAIL**
- **FAX**
- **USPS MAIL**

**ADD FURTHER BUSINESS ADDRESS, E-MAIL & CONTACT INFORMATION BELOW IF REQUIRED**
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.
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-92-1 through 4a-92-22.

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 it is in all respects fair and without collusion or fraud.

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

Guaranty or Surety

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

Samples

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

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

Award

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

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

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

Contract

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

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

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

24. 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.

Tangible Personal Property

29. (a) For any contract for provision of tangible personal property to the state entered into on or after the effective date of this section, each department head, as defined in section 4-5 of the general statutes, shall enter into an agreement with the contractor pursuant to which such contractor shall agree, on its own behalf and on behalf of each affiliate, as defined in subsection (d) of this section, to the terms of the state contract, to collect and remit to the state on behalf of its customers any use tax due to the state under the provisions of chapter 219 of the general statutes for items of tangible personal property sold by the contractor or by any of its affiliates in the same manner as if the contractor and its affiliates were engaged in the business of selling tangible personal property for use in this state and had sufficient nexus with this state to be required to collect use tax due to the state.

(b) The following provisions shall apply to and be made part of any agreement entered into pursuant to subsection (a) of this section: (1) The contractor and its affiliates are not liable for use tax not paid to them by a customer; (2) A customer’s payment of a use tax to the contractor or its affiliates relieves the customer of liability for the use tax; (3) The contractor and its affiliates shall remit all use taxes they collect from customers on or before the due date specified in the agreement, which may not be later than the last day of the month next succeeding the end of a calendar quarter or other tax collection period during which the tax was collected; and (4) Any contractor or affiliate who fails to remit use taxes collected on behalf of its customers by the due date specified in the agreement shall be subject to the interest and penalties provided for persons required to collect sales tax under chapter 219 of the general statutes. (c) Any agreement entered into under subsection (a) of this section may provide that the contractor and its affiliates shall collect the use tax only on items that are subject to the six per cent rate of tax. (d) For purposes of this section, “affiliate” means any person, as defined in section 12-1 of the general statutes, that controls, is controlled by, or is under common control with another person. A person controls another person if the person owns, directly or indirectly, more than ten per cent of the voting securities of the other person. For purposes of this subsection, “voting securities” means a security that confers upon the holder the right to vote for the election of members of the board of directors or similar governing body of the business, or that is convertible into, or entitles the holder to receive, upon its exercise, a security that confers such a right to vote. “Voting securities” includes a general partnership interest.

Saving Clause

30. 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

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

Rights

32. 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.

33. 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.
Records, Files, and Information

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

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
BIDDER’S STATEMENT OF QUALIFICATIONS

Bid Number: 05PSX0120

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.

<table>
<thead>
<tr>
<th>CONTRACT NO.</th>
<th>CONTRACT NAME</th>
<th>STATE AGENCY</th>
<th>PURCHASING AGENT</th>
<th>TEL. NO.</th>
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</table>

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.

1. ___________________________ Telephone No.: ___________________________ Dollar Value: ___________________________

2. ___________________________ Telephone No.: ___________________________ Dollar Value: ___________________________

3. ___________________________ Telephone No.: ___________________________ Dollar Value: ___________________________
**STATE OF CONNECTICUT**

**BIDDER'S STATEMENT OF QUALIFICATIONS**

**Bid Number:** 05PSX0120

---

**COMPANY NAME:**


---

**SIZE OF COMPANY OR CORPORATION:**

<table>
<thead>
<tr>
<th>NUMBER OF EMPLOYEES</th>
<th>FULL TIME</th>
<th>PART TIME</th>
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</table>

**COMPANY VALUE:**

<table>
<thead>
<tr>
<th>EQUIPMENT ASSETS</th>
<th>TOTAL ASSETS</th>
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</table>

**IS YOUR COMPANY REGISTERED WITH THE OFFICE OF THE CONNECTICUT SECRETARY OF STATE?**  
☐ Yes  ☐ No  
**REGISTRATION DATE, IF AVAILABLE:**

---

**IF REQUESTED, WOULD YOUR COMPANY PROVIDE A “GOOD STANDING” CERTIFICATE ISSUED BY THE CONNECTICUT SECRETARY OF STATE’S OFFICE?**  
☐ Yes  ☐ No  

---

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

<table>
<thead>
<tr>
<th>MODEL</th>
<th>YEAR</th>
<th>MANUFACTURER</th>
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<tbody>
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</tbody>
</table>

(Attach additional sheets if necessary)

---

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

---

---

(Attach additional sheets if necessary)

**LIST ANY CRIMINAL CONVICTIONS AGAINST YOUR COMPANY AND ANY OF YOUR COMPANY’S OFFICERS, PRINCIPAL SHAREHOLDERS, DIRECTORS, PARTNERS, LLC MEMBERS AND LLC MANAGERS.**

---

---

(Attach additional sheets if necessary)

**LIST ANY ADMINISTRATIVE ACTIONS EITHER PENDING REVIEW BY THE STATE OR DETERMINATIONS THAT THE STATE HAS MADE REGARDING YOUR COMPANY OR ANY OF YOUR COMPANY’S OFFICERS, PRINCIPAL SHAREHOLDERS, DIRECTORS, PARTNERS, LLC MEMBERS OR LLC MANAGERS. THIS WOULD INCLUDE COURT JUDGEMENTS, ACTIONS, SUITS, CLAIMS, DEMANDS, INVESTIGATIONS AND LEGAL, ADMINISTRATIVE OR ARBITRATION PROCEEDINGS PENDING IN ANY FORUM. 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.**

---

---

(Attach additional sheets if necessary)

**I HEREBY CERTIFY UNDER PENALTY OF FALSE STATEMENT THAT ALL THE INFORMATION SUPPLIED IS COMPLETE AND TRUE.**

---

**SIGNATURE**  

**DATE**

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

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.

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

Do you use minority businesses as subcontractors or suppliers? [ ] Yes [ ] No
Explain:

If CT based, do you post all employment openings with the State of Connecticut Employment Service? [ ] Yes [ ] No
Explain:

Do you use an Affirmative Action Plan? [ ] Yes [ ] No
Explain:

Describe your recruitment, hiring, training and promotion anti-discrimination practices.
STATE OF CONNECTICUT  
Certificate of Compliance with  
Connecticut General Statute Section 31 - 57b

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

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

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

The list of violations (if applicable) is attached.

______________________________________________________  
(Name of Firm, Organization or Corporation)

Signed:  

______________________________________________________  
Written Signature:

Name Typed:  

(Corporation Seal)  

Title:  

(Title of Above Person, typed)

Dated:  

State of  

County of  

ss:  

A.D., 20 ______

Sworn to and personally appeared before me for the above,  

(Name of Firm, Organization, Corporation)

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

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

and his/her free act and deed as  

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

My Commission Expires:  

(Notary Public)  

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

Vendor Affidavit to Accompany Bid for DAS State Contracts,
as defined in Public Act 04-245 Section 2
Page 1 of 1

I, ______________________________________________________ (name, title and company name), hereby
swear that, during the two-year period preceding the submission of this bid that neither myself nor any
principals or key personnel of the submitting firm or corporation who participated directly, extensively and
substantially in the preparation of this bid nor agent of the above gave a gift, as defined in Conn. Gen. Stat.
Section 1-79(e), including a life event gift as defined in Conn. Gen. Stat. Section 1-79(e)(12), except the gifts
listed below:

<table>
<thead>
<tr>
<th>Name of recipient of gift</th>
<th>Value of Gift</th>
<th>Date of Gift</th>
<th>Gift Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
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</tbody>
</table>

Further, neither I nor any principals or key personnel of submitting firm or corporation who participated
directly, extensively and substantially in the preparation of this bid know of any action to circumvent this
vendor affidavit disclosure.

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

__________________________________
Print name      Signature          Date

Sworn and subscribed before me on this _____ day of ________________, 200____.

______________________________
Commissioner of the Superior Court/
Notary Public
AFFIDAVIT REGARDING CONSULTING AGREEMENTS

All state contractors, vendors, consultants or other entities seeking to conduct business with the State of Connecticut who anticipate entering into, or renewing, an agreement for procurement of goods or services having a total value to the state of more than fifty thousand dollars in a calendar or fiscal year (hereinafter “agreement”) shall disclose any and all consulting agreements, whether written or oral, to the head of the contracting agency (hereinafter “such agency”).

“Consulting agreement” means any written or oral agreement to retain the services, for a fee, of an individual or business entity for the purposes of:

1. providing counsel to a contractor, vendor, consultant or other entity seeking to conduct, or conducting, business with the State of Connecticut, or
2. contacting, whether in writing or orally, any executive, judicial, or administrative office of the state, including any department, institution, bureau, board, commission, authority, official or employee for the purpose of solicitation, dispute resolution, introduction, requests for information or
3. any other similar activity related to the procurement agreement.

“Consulting agreement” does not include those agreements or services registered under the provisions of Chapter 10 of the Connecticut General Statutes (Code of Ethics for Lobbyists).

Such disclosure affidavit shall be required if any duties of the consultant include communication concerning business of such agency, whether or not direct contact with a state agency, state official and state employee is expected or made. The disclosure affidavit shall include the name of the consultant, the consultant’s firm, whether the consultant is a former state employee or public official (if so, indicate the consultant’s former agency and termination date), the basic terms of the consulting agreement, and a brief description of the services to be provided. The disclosure affidavit shall be amended whenever such entities enter into any new consulting agreements during the term of the procurement agreement.

I, _____________________________________________ (name, title, and company name) disclose the following consulting agreements (if not applicable, indicate “none”):

1.
2.
3.

I understand that this information shall be updated, as necessary, during the pendency of this, or any other contract that I may have with the State of Connecticut.

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

Name: __________________________ Signature:_______________________________ Date: ____________

Subscribed and Sworn before me this day of               , 20__.

___________________________________________
Notary Public/Commissioner of the Superior Court
INSTRUCTIONS TO STATE AGENCIES

1. The enclosed affidavit form shall be included with all requests for procurement solicited by the state on or after April 1, 2005, which anticipate entering into an agreement for procurement of goods or services having a total value to the state of more than fifty thousand dollars.

2. Entities and individuals seeking to conduct business with the state of Connecticut shall submit the completed affidavit in response to such a request for procurement.

3. Agency heads shall review the affidavit and may refer the affidavit to the appropriate regulatory authority to determine compliance with state law.
Instructions to Bidders

I. Schedule

Release of Bid: May 12, 2005

Mandatory Pre-Bid Meeting & Site Inspection: May 19, 2005 @ 1:00 PM

Receipt of Questions: May 23, 2005, by noon

Answers to Questions posted as Addendum: May 26, 2005

Bid Due Date: June 8, 2005 by 2:00 pm

During the period from your organization’s receipt of this Bid, and until a contract is
awarded, your organization shall not contact any employee of the State of Connecticut for
additional information, except in writing, directed to the Department of Administrative
Services, Attn.: Susanne Hawkins, Procurement Services, Box #150414, 165 Capitol
Avenue, 5th Floor South, Hartford, CT 06106-0414.

II. Questions

Questions for the purpose of clarifying the BID must be submitted in writing and must be
received in Procurement Services no later than noon on May 23, 2005, in the State of
Connecticut. Questions must be delivered or faxed to: Department of Administrative
Services, Attn.: Susanne Hawkins (Bid # 05PSX0120), 165 Capitol Avenue, Hartford, CT
06106. E-Mail Susanne.Hawkins@po.state.ct.us, P-Fax (860) 713-7484, E-Fax (860)
622-2941.

III. Sealed Bids

Bids must be submitted in a SEALED envelope or carton, clearly marked with Bid #
05PSX0120, the date, and the name and address of the bidder. Any material that is not
so received may be opened as general mail, and result in invalidating the bidder’s
submission. Facsimile or unsealed bids will not be accepted under any circumstances.

IV. Number and Submission of Bid

Bidders should submit one original and two (2) copies of the Bid. Any Bid which is
incomplete or does not follow the prescribed format may not be considered.

Bids may be mailed or delivered in person to the address below to arrive by June 8, 2005,
at 2:00 PM. **Bids received after that time, due to whatever reason, will not be accepted and will be sent back unopened.** Postmark dates will not be considered as
the basis for meeting any submission deadline. Bids will be publicly read on the due date.

State of Connecticut
Department of Administrative Services/Procurement Services
Attn.: Susanne Hawkins Bid# 05PSX0120
165 Capitol Avenue, Room G8A
Hartford, CT 06106
V. Authorized Signatures

The bid must be signed by an authorized official. The bid must also provide the name, title, address and telephone number of individuals with authority to bind the company, and for those who may be contacted to clarify the information provided.

Selection Criteria

A selection committee will review and score all Bids. The following information, in addition to the requirements, terms and conditions identified throughout this Bid Document, will be considered as part of the Selection process.

1. Experience
   - The ability to meet specifications, requirements, terms and conditions
   - Length of time in business and business geographic location
   - References
   - Financial status
   - Certifications & Qualifications (projects, education, training, skills abilities, etc.)

2. Value
   - Pricing

3. Schedule
   - Ability to meet scheduled service maintenance and emergency response calls
   - Flexibility to accommodate customer changes

4. Equipment/Materials/Product
   - The ability to provide, coordinate and delivery of replacement parts

5. Level of Control
   - Ability to coordinate and schedule all work with building maintenance supervisor
   - Ability for contractor to adhere to building operating guidelines

Special Terms and Conditions

1. Conformity and Completeness of Bid
   To be considered acceptable, Bid must be complete and conform to all BID instructions and conditions. DAS, at its discretion, may reject in whole or in part any Bid if in its judgment the best interests of the State will be served.

2. Stability of Proposed Prices
   Any price offerings from Bidders must be valid for a period of 180 days from the due date of the Bid.

3. Amendment or Cancellation of the BID
   DAS reserves the right to cancel, amend, modify or otherwise change this BID at any time if it deems it to be in the best interest of the State to do so.

4. Contract Award
   An award will be made to the lowest, responsible, responsive and qualified bidder. The State reserves the right to award this contract in whole or in part to one or more contractors, whichever is in the State’s best interest.
5. **Bid Modifications**
   No additions or changes to any Bid will be allowed after the Bid due date, unless such modification is specifically requested by DAS. DAS, at its option, may seek Bidder retraction and/or clarification of any discrepancy or contradiction found during its review of Bid.

6. **Bidder Presentation of Supporting Evidence**
   Bidders must be prepared to provide any evidence of experience, performance, ability, and/or financial surety that DAS deems to be necessary or appropriate to fully establish the performance capabilities represented in their Bid.

7. **Bidder Demonstration of Proposed Services and/or Products**
   At the discretion of DAS, Bidders must be able to confirm their ability to provide all proposed services. Any required confirmation must be provided at a site approved by DAS and without cost to the State.

8. **Bidder Misrepresentation or Default**
   DAS may reject the Bid and void any award resulting from this BID to a Bidder who makes any material misrepresentation in their Bid or other submittal in connection with this BID.

9. **Erroneous Awards**
   DAS reserves the right to correct inaccurate awards. This may include, in extreme circumstances, revoking the awarding of a contract already made to a Bidder and subsequently awarding the contract to another Bidder.

   Such action on the part of DAS shall not constitute a breach of contract on the part of DAS since the contract with the initial Bidder is deemed to be void and of no effect as if no contract ever existed between DAS and such Bidder.

10. **Bid Expenses**
    Bidders are responsible for all costs and expenses incurred in the preparation of Bid and for any subsequent work on the Bid that is required by DAS.

11. **Ownership of Bid**
    All Bids shall become the sole property of the State and will not be returned.

12. **Ownership of Subsequent Products**
    Any product, whether acceptable or unacceptable, developed under a contract awarded as a result of this BID shall be the sole property of the State unless otherwise stated in the contract.

13. **Transfer of Data**
    All data stored in the successful Bidder's files, electronic or hard copy, will be returned to DAS upon the expiration of the contract.

14. **State Fiscal and Product Performance Requirements**
    Any product or service acquisition resulting from this BID must be contingent upon contractual provisions for cancellation of such acquisition, without penalty, if the applicable funds are not available for required payment or if the product or service fail to meet minimum State criteria for acceptance and performance reliability.

15. **Validation of Bid**
    The Bid shall be binding commitments which DAS may include, by reference or otherwise, into any contract with a Bidder. The Bid must provide the names, titles, addresses and telephone numbers of those individuals with authority to enter into a contract with DAS and contractually bind the Bidder. The Bid must also include evidence that it has been duly delivered on the part of the
Bidder, that the persons submitting the Bid have the requisite corporate power and authority to structure, compile, draft, submit and deliver the Bid and subsequently to enter into, execute and deliver and perform on behalf of the Bidder any contract contemplated in this BID.

16. Execution of Contract
This BID is not a contract and, alone, shall not be interpreted as such. Rather, this BID only serves as the instrument through which Bid are solicited.

Once the evaluation of the Bid is complete and a Bidder(s) is selected, the selected Bid(s) and this BID may then serve as the basis for a contract that will be executed between DAS and the selected Bidder(s).

If, for some reason, DAS and the initial Bidder fail to reach consensus on the issues relative to the contract, then DAS may pursue other Bidders. DAS may decide at any time to start the BID process again.

The contract may include a liquidated damages clause at the discretion of the State.

17. Oral Agreement or Arrangements
Any alleged oral agreements or arrangements made by Bidders with any State agency or employee will be disregarded in any State Bid evaluation or associated award.

18. Independent Price Determinations
In the Bid, Bidders must warrant, represent, and certify that the following requirement have been met in connection with this BID:

The costs proposed have been arrived at independently, without consultation, communication, or agreement for the purpose of restricting competition as to any matter relating to such process with any other organization or with any competitor;

Unless otherwise required by law, the costs quoted have not been knowingly disclosed by the Bidder on a prior basis directly or indirectly to any other organization or to any competitor; and

No attempt has been made, or will be made, by the proposed to induce any other person or firm to submit or not to submit a Bid for the purpose of restricting competition.

19. Offer of Gratuities
The Bidder warrants, represents, and certifies that no elected or appointed official or employee of the State of Connecticut has, or will, benefit financially or materially from this procurement. Any contract and/or award arising from this BID may be terminated by DAS if it is determined that gratuities of any kind were either offered to, or received by, any of the aforementioned officials or employees from the Bidder, the Bidder’s agent(s), representatives(s) or employees(s). Pursuant to CT Public Act 04-245, all Bidders must provide a signed affidavit attesting to whether or not gifts were provided to certain public officials or State employees during the two-year period preceding the submission of a proposal. In addition, pursuant to paragraph 8 of Governor M. Jodi Rell’s Executive Order No. 1, anyone who files an affidavit pursuant to Public Act 04-245 shall disclose in those affidavits all contributions made to campaigns of candidates for statewide public office or the General Assembly. Further, any Contractor who is awarded a large State contract shall update the affidavit on an annual basis. Go to http://www.opm.state.ct.us/policies.htm#Office_Secretary for the most current information about the affidavits.

20. Subletting or Assigning of Contract
The contract or any portion thereof, or the work provided for therein, or the right, title, or interest of the contractor therein or thereto may not be sublet, sold, transferred, assigned or otherwise
disposed of to any person, firm, or corporation, or other entity without the prior written consent of DAS. No person, firm or corporation, or other entity, other than the Bidder to whom the project was awarded is permitted to commence work on the project unless such consent has been granted.

21. Subcontractors
DAS must approve any and all subcontractors utilized by the successful Bidder prior to any such subcontractor commencing any work. Bidders acknowledge by the act of submitting a Bid that any work provided under the contract is work conducted on behalf of the State and that the Commissioner of DAS or her designee may communicate directly with any subcontractor as the State deems to be necessary or appropriate. It is also understood that the successful Bidder shall be responsible for all payment of fees charged by the subcontractor(s). A performance evaluation of any subcontractor shall be provided promptly by the successful Bidder to DAS upon request.

The successful Bidder must provide the majority of services described in the specifications.

22. Freedom of Information
Due regard will be given for the protection of proprietary or confidential information contained in all Bid received. However, Bidders should be aware that all materials associated with the procurement are subject to the terms of the Connecticut Freedom of Information Act (FOIA) and all rules, regulations and interpretations resulting therefrom. It will not be sufficient for Bidders to merely state generally that the Bid is proprietary or confidential in nature and not, therefore, subject to release to third parties.

Those particular sentences, paragraphs, pages or sections which a Bidder believes to be exempt from disclosure under the FOIA must be specifically identified as such. Convincing explanation and rationale sufficient to justify each exemption consistent with Section 1-210(b) of the FOIA must accompany the Bid. The rationale and explanation must be stated in terms of the prospective harm to the competitive position of the Bidder that would result if the identified material were to be released and the reasons why the materials are legally exempt from release pursuant to the above cited statute.

23. Conformance with Federal, State and Other Requirements
By executing the contract, the Bidder represents and warrants that, at all pertinent and relevant times to the contract, it has been, is and will continue to be in full compliance with all Federal, State, municipal or other governmental department, commission, board, bureau, agency, institution, office council, instrumentality, municipalities or not for profits codes, statutes, acts, ordinances, guidelines, resolutions, orders, judgments, decrees, injunctions, rules, regulations and the like.

24. Discrimination and Labor Recruitment
The contractor shall comply with Executive Orders No. Three and Seventeen, promulgated June 16, 1971 and February 15, 1973 and to the Guidelines and Rules of the State Labor Commissioner implementing Executive Order No. Three and further agree to submit reports of compliance staffing on Labor Department Form E.O. 3-1 when and as required. The contractor shall also comply with non-discrimination provisions as described in Connecticut General Statutes Nos. 4a-60 and 4a-60a and any other applicable statute or regulation and administrative procedure.

25. Americans with Disabilities Act
The contractor shall comply with the Americans with Disabilities Act in accordance with Public Law 101-336 and any other applicable federal laws and regulations.

26. Affirmative Action and Contract Compliance Reporting
Bidders are advised that in addition to evaluating their qualifications, experience, capabilities, competitiveness of cost, and conformance to the BID specifications, weight may also be given to Bidders who demonstrate a commitment to affirmative action by full compliance with the Commission on Human Rights and Opportunities regulations.
The Employment Information Form, included in this BID, should be completed by the Bidder and included with Bid.

27. State Access to Records, Record Keeping, and Record Transfer
The successful Bidder shall prepare, maintain and preserve all records with respect to the administration of this program. During the term of the contract the State shall have access during normal business hours to all such records, in whatever form they exist or are stored, which records shall be the property of the State, and upon termination of the contract, all such records, or exact copies thereof, shall be immediately turned over intact to the State. The successful Bidder shall afford the officers, attorneys, accountants, auditors, and other authorized representatives of the State free and full access to the records to be maintained by the successful Bidder as pertains to the contract.

At the option of the State, periodic audits may, at reasonable times, be made of the successful Bidders’ and all of its subcontractors’ books and records insofar as they pertain to the contract. Such audits shall be made at the States expense by the State or independent public accountants designated by the State. Said books and records shall be made available to the Auditors of Public Accounts of the State of Connecticut.

28. Confidentiality and Care of Data
The successful Bidder agrees to protect the confidentiality of any files, data or other material pertaining to this contract and to restrict their use solely for the purpose of performing this contract. The successful Bidder shall take all steps necessary to safeguard data, files, reports or other information from loss, destruction or erasure. Any costs or expenses of replacing or damages resulting from the loss of such data shall be borne by the contractor when such loss or damage occurred through its negligence.

29. Year 2000 Compliance
Any product or services acquisition resulting from this BID will be year 2000 compliant. The successful Bidder is responsible for any costs incurred in accordance with year 2000 compliance at no additional cost to the state.

30. Payments Against a Contract Award
Under no circumstances shall the successful Bidder begin to perform under the contract prior to the effective date of the contract. The State of Connecticut shall assume no liability for payment of services under the terms of the contract until the successful Bidder is notified that the contract has been accepted by DAS and approved by the Office of the Attorney General of the State of Connecticut. In no case, shall a successful Bidder bill the user agencies for amounts in excess of the amount(s) indicated in the final Bid agreed to and accepted by the DAS. Any authorized or agreed additional charges can only be approved for payment by means of an amendment to the contract.

31. Brand Name Specifications and/or References
Brand names or Catalogs referenced or implied in the specifications of this bid are for the purpose of describing and establishing general performance and quality levels. Such references are not intended to be restrictive. Bids are invited that include these and comparable brands or products provided the quality of the proposed products meet or exceed the quality of the specifications listed for each item. Bidders must submit complete documentation on the specifications and quality levels of the proposed products. Bids submitted that do not contain this documentation are subject to rejection.

32. Financial Status
If the Bidder is a firm or corporation, include the two most recent annual financial statements prepared by an independent Certified Public Accountant, and reviewed or audited in accordance with Generally Accepted Accounting Principles (USA). If a Bidder has been in
business for less than two years, such Bidder must include any financial statements prepared by a Certified Public Accountant, and reviewed or audited in accordance with Generally Accepted Accounting Principles (USA) for the entire existence of such firm or corporation.

33. Expiration of Bid
   The Bidder agrees that the proposal will remain valid for a period of 180 days after the deadline for submission and may be extended beyond that time by mutual agreement.

34. Personnel
   The Bidder must certify that the personnel identified in its response to this bid will be the persons actually assigned to the project. Any additions, deletions or changes in personnel assigned to the facility need to be approved by the state agency or its designee, with the exception of personnel who have terminated employment. Replacements for personnel who have terminated employment are subject to approval by the state agency or its designee. At its discretion, the state agency may require the removal and replacement of any of the Bidders personnel who do not perform adequately on the project, regardless of whether they were previously approved by the state agency.

35. Bid Preparation
   The Bidder represents and warrants that the proposal is not made in connection with any other Bidder and is in all respects fair and without collusion or fraud. The Bidder further represents and warrants that the Bidder did not participate in any part of the bid development process, had no knowledge of the specific contents of the bid prior to its issuance, and that no agent, representative or employee of The State of Connecticut participated directly in the Bidder’s proposal preparation.
RIVERVIEW HOSPITAL
TESTING AND MAINTENANCE OF ENTIRE FIRE ALARM SYSTEM

1.0 GENERAL
1.1 This bid shall be for complete testing, service, and maintenance of the Notifier Fire Alarm System as installed at the Riverview Hospital for Children and Youth Facility at 915 River Road, Middletown, CT 06457

1.2 Service calls to be accomplished within 24 hours, per UL requirements.

1.3 Contractor shall have the capability to service all components of the entire system - no subcontracting is allowed under this contract.

1.4 Contractor shall be required to maintain an adequate stock of parts and other required components.

1.5 If any portion of system is not operational or deficient for a period of 48 hours - the State reserves the right to contract for emergency repairs, with cost being charged to the Contractor.

1.6 The State reserves the right, if the vendor is not performing their contractual obligations in a manner satisfactory to the State, or if the products offered are not of a quality satisfactory to the State, to cancel the contract without procuring the quantities estimated in this contract. The cancellation shall become effective upon written notification to the vendor.

2.0 QUALIFICATIONS

2.1 All bidders shall be qualified to test the equipment in accordance with manufacturers procedures and N.F.P.A. requirements.

2.2 Fire Protection Equipment Directory, Protective Signaling Services (UUJS) as follows:

a. Qualified bidders shall be listed in directory.

b. Service may be provided from any listed location. UUJS certificate shall be provided for that location.

c. Service shall be per these UL Terms and Requirements.

2.3 Awarded Vendor must be factory certified to work on Notifier Fire Alarm Systems. Additionally, each Technician that will be working on the listed equipment must be certified. Written documentation indicating the proper certification must be included with your bids. Failure to submit requested documentation will cause your bid to be rejected.

2.4 Bidder shall demonstrate capability of servicing systems and provide references
of customers who have systems of equal sophistication. State reserves the right to inspect bidder’s facilities prior to an award.

2.5 Prior to award, successful vendor shall submit to Bureau of Purchases, properly executed Certificate of Insurance. Said Certificate shall list general and automobile liability with one million dollar limit. Also, worker’s compensation coverage shall be included.

3.0 **TESTS**

3.1 *Testing shall be for (2) complete inspections/tests each year - Agency shall determine dates.*

3.2 *Include cleaning and magnetic testing of all smoke and heat detectors performed semi-annually.*

3.3 *Sensitivity testing of all smoke detectors performed annually.*

3.4 All testing shall be coordinated with the Riverview Hospital, and shall be performed during normal working hours.

3.5 The conducting Fire Drills are **not** part of this contract.

3.6 At the conclusion of each test a written report, shall be submitted to Riverview Hospital with a cover letter, which shall indicate any deficiencies found (that need to be corrected) and an interpretive analysis of the various electrical readings on the report.

3.7 Hourly labor rates shall be included with bid to cover work performed outside those requirements enumerated in this document (i.e., repairs due to vandalism).

3.8 Cost for parts **not** covered under the routine testing, maintenance and inspection requirements of this contract, including all parts required due to vandalism and/or abuse, shall be on a discount from List Price basis.

3.9 It is the responsibility of the awarded vendor to contract the local authorities prior to a test conducted on the fire alarm system.

4.0 All bidders were required to visit the job sites to verify conditions at the MANDATORY PRE-BID MEETING AND SITE INSPECTION WHICH WAS HELD ON MAY 19, AT 1:00 PM, EASTERN TIME AT RIVERVIEW HOSPITAL, 915 RIVER ROAD, MIDDLETOWN, CT 06457. CONTACT PERSON: SUSANNE HAWKINS (860) 713-5064.
SCOPE:
This contract covers the requirement for full coverage Maintenance/Testing/Inspection of the
Fire Alarm Equipment Riverview Hospital for Children and Youth in Middletown, CT.
Contractor agrees to provide two (2) scheduled inspections/test per year in during the month of
March and September, according to State and National Fire Protection Association (NFPA)
requirements. Magnetic testing and interior cleaning of all smoke detection devices will be
performed twice a year. In addition, this contract has provisions for the purchase of Fire Alarm
Equipment. In case of failure beyond normal inspections and routine maintenance, the
Contractor shall respond with an adequate number of personnel with the expertise necessary to
correct the problem within a twenty-four (24) hour period.

The contract period will be from Date of Award through June 30, 2010. The State reserves the
right to extend this contract for a period up to the full original contract term or parts thereof.

The Contractor shall coordinate all work with the agency representative, Mike Bartolotta at (860)
704-4107. Riverview Hospital shall retain the option of having personnel present at any
inspection or corrective visit.

Contractor must be UL certified, with a minimum of five (5) years of experience in testing fire
alarm systems.

MANDATORY PRE-BID MEETING and SITE INSPECTION:
Thursday, May 19, 2005 at 1:00 PM

NOTE: Late Arrivals (15 minutes or more) will not be given credit for
attendance nor allowed to participate in the bid process.

Pre-Bid Meeting Location:
Riverview Hospital for Children and Youth
Administrative Building Main Lobby
915 River Road
Middletown, CT 06457
Contact Person: Michael Bartolotta
Phone Number: (860) 704-4107

Bidders Must Authorized to work on the Notifier Fire Alarm System. Bidders
must provide proof of System Certification at the Pre-Bid Meeting and Site
Inspection.
Sensitivity:
Sensitivity testing of smoke detectors will be performed once a year.

Inventory:
The Contractor shall include furnishing of all labor, tools and equipment, replacement of parts, repair/replacement of equipment and furnishing of all services needed to keep the Notifier Fire Alarm System in proper operating conditions.

The Contractor is responsible to carry an adequate inventory of repair/replacement parts for the Notifier Fire Alarm System.

Parts:
It is understood and agreed that, under this agreement, the Contractor will not be required to make replacement or repairs necessitated by reasons of negligence or misuse of the equipment by agency personnel or any other cause beyond their control, except ordinary wear and tear. Replacement parts must meet or exceed manufacturers specifications.

Emergency Service Calls:
Emergency service rendered under this contract shall be available continually on a twenty-four (24) hour per day basis. Twenty-four hour emergency service capability shall include “answering service” response system. Home telephone numbers or recording devices is unacceptable in lieu of an answering service capability. Emergency calls on listed equipment shall be provided at no extra cost. Response to the emergency must be within three (3) hours; this includes weekends and holidays. Contractor must call back Riverview Hospital within one (1) hour after receiving an initial emergency call and the Contractor must be on site within three (3) hours of the emergency call.

Accessibility:
It is the responsibility of the awarded vendor to ensure they have the proper equipment to reach devices associated with the fire alarm system.

Travel:
Travel Time and Mileage Charges are not allowed under the terms and conditions of this contract for scheduled or emergency services.

Sub-Contracting:
Subcontracting of any portion of this contract shall not be permitted.

Qualification Of Bidder:
The bidder shall include with his proposal, a listing of three (3) contract customers of equal size and complexity, where he has maintenance coverage as described herein. The agency retains the option of contacting any or all of this listed for reference purposes. **PLEASE SEE BIDDER'S STATEMENT OF QUALIFICATIONS [FORM SP-14].**

Price Adjustments:
NO PRICE INCREASES WILL BE ALLOWED FOR ITEM #1 ON THE PROPOSAL SCHEDULE, (SP-16), THE ANNUAL AMOUNT BID FOR REPAIR, MAINTENANCE AND TESTING. THE PRICE ENTERED FOR ITEM #1 WILL REAMAIN FIRM FOR THE ENTIRE TERM OF THE CONTRACT.
Prices on Items 2 & 3 on the Proposal Schedule (SP-16) must remain firm for the first year of the contract period. After the first year of the contract period, the awarded contractor(s) may file for a price adjustment consistent with and relative to price changes originating with the manufacturer and/or the market trends on an annual basis. **The new pricing medium must be sent with the request for adjustment.** Requests for such an adjustment must be fully and properly documented and, if approved, shall be firm for until the next annual anniversary date of the contract. The State reserves the rights to reject any requested price adjustments if the best interests of the state will be served.

Parts shall be purchased on this contract from a discounted complete published pricelist. Contractor will forward an electronic excel file or hard copy price list on an annual basis to The Using State Agency.

To request a price adjustment, the contractor(s) must submit a formal request to the Contract Specialist at the Department of Administrative Services/Procurement Services, Box 150414, Hartford, CT 06115-0414, within thirty (30) days of the annual anniversary date of the contract. If approved, price adjustments shall become effective ten (10) days after the approval. Retroactive adjustments shall not be allowed. Any purchase orders issued by any State agency prior to the effective date will be honored by the Contractor at the price in effect at the time of the issuance of the purchase order.

**Insurance Clause:**

Contractor shall not commence work under this contract until he has obtained all insurance required under this Section, nor shall the Contractor allow any sub-contractor to commence work on his subcontract until all similar insurance required of the subcontractor has been obtained. The Contractor shall carry adequate Property Damage and Public Liability Insurance, Worker’s Compensation and Employer’s Liability Insurance. The Contractor will need to provide a Certificate of Insurance to DAS and the State Agency after notification of contract award. The Agency shall be listed as the Party of Notice on the Certificate Holder portion of the form. No work shall commence until the Certificate of Insurance is received.

A) **Commercial General Liability**

$1,000,000 Combined Single Limit per occurrence for bodily injury, personal injury and property damage. Coverage shall include Premises and Operations, Independent Contractors, Products and Completed Operations, Contractual Liability and Board Form Property Damage coverage. If a general aggregate is used, the general aggregate limit shall apply either separately to the project or the general aggregate limit shall be twice the occurrence amount.

B) **Workers’ Compensation and Employers Liability**

Statutory coverage in compliance with the Compensation laws of the State of Connecticut. Coverage shall include Employer’s Liability with minimum limits of $1,000,000 each accident, $500,000 disease-policy limit, $100,000 each employee.

C) **Automobile Liability**

$1,000,000 Combined Single Limit Automobile Liability insurance shall be maintained against claims for damages resulting from bodily injury, including wrongful death, and property damage which may arise from the operations of any owned, hired or non-owned automobiles used by or for the Contractor in any capacity in connection with carrying out this contract.
D) Minimum Scope of Insurance
All Liability insurance policies shall be written on an “occurrence” basis only. All insurance coverage is to be placed with insurers authorized to do business in the State of Connecticut and must be placed with an insurer that has an A.M. Best’s Rating of no less and A-, VII. All certificates of insurance shall be filed with the Department of Administrative Services on the standard Accord Certificate of Insurance form showing the specified insurance and limits. The State of Connecticut shall be named as an Additional Insured. The contractor’s insurer shall have no right of recovery of subrogation against the State and the contractor’s insurance shall be primary coverage.

DETAILED SPECIFICATIONS: Fire Alarm inspection shall include full testing of all equipment covered, per NFPA current State adopted Latest Edition, National Fire Alarm Code (Inspection, Testing and Maintenance) and as per manufacturer recommendation and/or requirement. This includes semi-annual testing and inspection, all parts, labor and all additional service calls that occur during the Normal work Day.

The electronic sprinkler connections, i.e. standpipe low pressure alarm, valve tamper switches, flow alarms and divisional valves are tested under the sprinkler-testing contract.

1. Scheduled inspections and tests during the life of this contract, as per N.F.P.A requirements: Two (2) inspections per year during the month of March and September.

2. As part of the inspection process, the contractor is responsible for repair or replacement of worn out defective components, other than major components. For major components, agency approval is required. The agency has some replacement components in storage and all new purchases in the excess of $25.00 must authorize by the agency.

3. The repair or replacement cost is to include labor, maintenance supplies, and repairs to these components, and travel time necessary to complete the inspections and testing. Parts are to be listed and invoiced separately. All parts provided under the terms and conditions of this agreement will come with a one (1) year warranty.

4. Inspection and testing is to be done during the hospitals normal working hours, Monday through Friday, 8:00 AM to 4:00 PM, except on designated state holidays (12 per year). The inspection and testing shall be completed by the 15th of the specified month (March and September).

5. Full coverage maintenance to include: all service calls during normal working hours and supplies necessary for said repairs and travel time.

6. Emergency service is expected to be provided whenever necessary on a twenty-four (24) hour a day basis. Contractor agrees to call back Riverview Hospital with one (1) hour after receiving initial emergency call. Contractor is required to be on site with three (3) hours of the emergency call. Emergency service calls other than normal working hours shall be charged as per the rates stated on the proposal schedule.

7. Riverview Hospital normal working hours are defined as follows:
   Monday through Friday, 8:00 AM to 4:00 PM
8. Equipment inspection shall include ribbon replacement, cleaning and lubrication.

9. Sensitivity testing of Smoke Detectors is required to be performed, per NFPA current State adopted Latest Edition. To allow agencies to be in compliance, this contract requires that the Smoke Detectors be tested each year.

10. At the conclusion of each inspection, a written report shall be delivered to the individual designated by each agency, with a cover letter, which shall indicate any deficiencies found and an interpretive analysis of the various electrical readings on the report. In addition, a complete, detailed listing of all the equipment that was tested and covered under the service agreement shall also be provided.

11. Hourly labor rates shall be included with the proposal to cover worked performed outside the scope of the semi-annual Maintenance/Testing/Inspection, the hourly rates should be broken down in quarter hour increments for billing purposes.

12. In no case shall any maintenance, testing, or inspections be performed that is not in conformance with NFPA current State adopted Latest Edition, Chapter 7, Inspection, Testing and Maintenance of Fire Alarm Systems and manufacturer recommendation and/or requirement.

13. Contractor shall provide their own equipment necessary to perform testing, inspection and maintenance services, including mechanical lift equipment for gaining access to devices, which are not readily accessible. If the State determines that the Contractor will be providing the lift equipment, then any additional costs relating to the provision of this equipment should be clearly stated on the quotation.

14. All outside contractors will coordinate all work within Riverview Hospital for Children and Youth with the building Supervisor before beginning work and contractors must follow working policy procedures while working within the facility.

**EXCLUSIONS:** The following items are excluded from the Maintenance, Testing and Inspection:

- Repairs made necessary due to accidents, water damage, vandalism, power surges, lightning or any other cause external to the equipment.

- Shop reconditioning or replacement, if normal repairs and parts cannot keep equipment in good working order.

- Updating of equipment, changes in specifications or modifications or equipment requested by an agency exceeding $15,000 must be submitted to DAS Procurement Services for prior approval. Such requests will handled via Contract Award Supplements.

- Daylight savings time changes or clock program changes. HOWEVER, IF THESE CHANGES ARE DONE DURING ONE OF THE SEMI-ANNUAL INSPECTIONS, THERE WILL NOT BE ANY ADDITIONAL CHARGES.

- Any work performed outside of the normal hours, 8:00AM through 4:00PM, Monday through Friday, excluding holidays.
• Shorts, grounds or other problems in the facility wiring.

• Replacement of batteries or peripheral Fire Alarm Devices, including smoke detectors, horns, pull stations, etc. Reference NFPA current State adopted Latest Edition, for clarification in relation to inspection deficiency correction requirements under NFPA Full Service Maintenance (FSM) Testing and Inspection Service.

WARRANTY: All proposers are to indicate all manufacturers’ warranties, which apply to the model of the equipment they are offering. Minimum warranty of one (1) year, from the date the unit is placed into service, is required. All proposers are to stipulate if they offer any additional warranties. A copy of the Manufacturer’s warranty should be submitted with the proposal.

RIGHT TO RE-NEGOTIATE: The State reserves the right to renegotiate the terms and conditions of this contract at any point in the future. Notice of such intent will be provided to the Contractor in writing, thirty (30) days prior to the anticipated effective date of such changes.

PURCHASE ORDERS: Purchase orders will be issued by the requesting State Agency. Questions regarding purchase orders should be directed in accordance with the instructions contained in the boilerplate of the purchase order.

BASIS OF AWARD: An award will be made to the lowest, responsible, responsive and qualified bidder. The Contractor must be UL certified, with a minimum of five (5) years experience in testing fire alarm systems. The State reserves the right to award this contract in whole or in part to one or more contractors, whichever is in the State’s best interest.

CONTRACT AWARD: The contractor’s signature on the SP-26, Bid Proposal, is the contractor’s agreement to all the terms and conditions listed within the bid proposal. If your company is selected as the awarded contractor, the signature on the SP-26 constitutes as the agreement between your company and the State. Once the contract is awarded, the state will issue a contract award that constitutes as the state’s signed agreement to this contract. Contractor(s) awarded to this solicitation will be required to annually submit an updated Gift/Campaign Contribution Affidavit in the event of this contract award exceeds a one-year term.

Once the contract has been awarded, the agency is responsible to issue purchase order(s) to the contractor. The contractor shall not perform services without receiving a purchase order from the authorized agency. Questions regarding the purchase order should be directed to the agency.

PAYMENT / INVOICING: Payments and invoicing questions should be directed in accordance with the instructions contained in the boilerplate of the purchase order. State payment terms are net 45 days.

All invoicing for goods and/or services provided under this contract shall include a legible copy of the technicians repair tickets, where applicable. The State of Connecticut prohibits any State Agency from prepaying for repair and or preventative maintenance agreements. Maintenance and repair services shall be invoiced in arrears, monthly, quarterly, semi-annually or annually, or at any other mutually agreeable time after such services have been rendered.

Payments may be delayed if the State invoice form is not properly completed in accordance with the instructions contained on the purchase order.
**PROCUREMENT CARD:** Presently, the Purchasing Card [P-Card] will be allowed as a form of payment for replacement parts only. [See Item #3 on Contract Award Schedule] AT THIS TIME, THE P-CARD CANNOT BE USED AS A FORM OF PAYMENT FOR SEMI-ANNUAL MAINTENANCE CONTRACTS OR EMERGENCY (AFTER HOURS) SERVICE CALLS. However, the program is evolving and the purchase of services may be allowed in the future.

The P-Card is a MasterCard credit card issued by The First National bank of Chicago (FNBC). The use of the P-Card shall be in accordance with Contract #02PSX0123, Procurement Card Service, and the Purchasing Card Agreement. In addition, the State of Connecticut, Purchasing Card Program, Cardholder Work Rules will govern the use of the card by participating State agencies.

Any questions or problems concerning the use of the P-Card should be directed as follows:

**Kerry DiMatteo, Purchasing Card Program Administrator**
DAS/Procurement Services
165 Capitol Avenue, 5th Floor South, P.O. Box 150414, Hartford, CT 06115-0414
E-Mail: kerry.dimatteo@po.state.ct.us
Phone #: 860-713-5072 / Fax #: 860-713-7484

**CHANGE OF ADDRESS:** In the event that the awarded contractor moves or updates address or telephone number(s), it is the contractor’s responsibility to advise the Department of Administrative 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, caused by the lack of notification on the contractor’s part. Change of address or telephone updates must be forwarded to: DAS, Procurement Services, 165 Capitol Avenue, 5th Floor South, P.O. Box 150414, Hartford, CT 06115-0414, Phone Number (860) 713-5095.
SUBJECT: Outside Contractors Working in the Facility

POLICY:

All outside contractors will coordinate all work within RIVERVIEW HOSPITAL FOR CHILDREN AND YOUTH with the Building Maintenance Supervisor before beginning work.

PROCEDURE:

- Before beginning work, all outside contractors shall check in at the Building Maintenance Supervisor’s office. The outside contractor will supply the following information: scope of work, authorization, duration and any pertinent information that is required. He will also sign in and be issued a pass badge that must be worn if working in patient areas.

- All contractors shall work as professionally as possible so as not to aggravate patients, staff and visitors.

- All contractors shall follow the hospital smoking policy.

- If special parking is required, permission shall be granted and coordinated through the Building Plant Facility Engineer’s office.

- All contractors are to maintain their work area as clean as possible while working and clean up thoroughly when finished.

- If any utilities or critical systems are to be interrupted, notification of the Plant Facility Engineer is mandatory. Engineering Department personnel will in turn assist.

- All contractors are asked to use competent subcontractors on hospital projects. Poor work practice will not be tolerated.

- All contractors are expected to use courtesy. Loud and abusive language will not be tolerated.

- Contractors must provide assurance not to block corridors and fire exits.

- Any life safety code violations incurred during construction or renovation will result in close coordination with plant operations interim life safety measures. The measures are required by JCAHO.

- All contractors working above the ceiling are required to replace all disturbed ceiling tile.

- All penetrations in smoke partitions are to be sealed with fire stop before final payment is made.
• Upon completion of daily activities contractors are asked to check out and report progress to the Plant Facility Engineer's office.

• When working in the building and on the grounds, it is important to remember that Riverview is a psychiatric hospital.
  
  o Contact between patients and workers is to be avoided whenever possible. It is difficult to predict the reactions of our patients to novel situations or unknown persons. A worker and patient should never be alone without staff.

  o All workers must assure that tools and supplies are maintained in a secure manner. Tools should not be left unattended.

  o If you need assistance from RVH staff, please report to the reception areas in Silvermine Hall or the "A" lobby. Please do not report to patient areas.

  o Bathroom facilities are available at the basement level of B-Wing by the Maintenance shops and receiving areas.

  o MSDS sheets must be provided for any materials used on grounds before materials are brought on grounds.

  o Contractors must show proof of proper licenses before the start of work.
Components of Fire Alarm System to include, but not limited to:

Building #1 Silvermine
1. Network Fire System/BE-2-2-N
2. Battery Cabinet
3. Main Power Supply
4. 2-12 Volt Batteries
5. Network Annunciator
6. Voice Command Center
7. Sprinkler System tamper and flow alarms
8. Attached list of equipment for Silvermine BLDG #1

Building #2 Lakota
1. Addressable Fire Alarm Panel AFP-200
2. 2-112 Volt Batteries
3. INA
4. Transmitter Module
5. Attached list of equipment for Lakota BLDG #2

Building #3 Quinnipiac
1. Addressable Fire Alarm Panel AFP-200
2. 2-112 Volt Batteries
3. INA
4. Transmitter Module
5. Attached list of equipment for Quinnipiac BLDG #3

Building #4 Kiwani
1. Addressable Fire Alarm Panel AFP-200
2. 2-112 Volt Batteries
3. INA
4. Transmitter Module
5. Attached list of equipment for Kiwani BLDG #4

Building #5 School West
1. Network Fire System/BE-2020N
2. Battery Cabinet
3. Main Power Supply
4. 2-12 Volt Batteries
5. Network Annunciator
6. Voice Command Center
7. Attached list of equipment for School West BLDG #5
Buildings #7 & 8 East Campus

1. Network Fire System/AM-2020 & AFP-1010
2. Battery Cabinet
3. Main Power Supply
4. 2-12 Volt Batteries
5. Network Annunciator
6. Voice Command Center
7. 1-MODEM, PRINTER, MONITOR AND KEYBOARD
8. 5-Magnetic Door Holders
9. 5-LCD 80
10. Sprinkler Tamper Valves and Pressure Alarm
11. 7-Divisional Tamper and Flow Alarms
12. 6-XP Series Transponder
13. 1-Audio Voice Link AVL-1
14. 1-UDACT Universal Digital Alarm Communicator/Transmitter
15. 2-FNYZEC Transponder Relay Module FR XP6R
16. 2-PZN3CQ Message Dialer 4 AD AD2000
17. Attached list of equipment for East Campus Buildings 7 & 8

Also the 12 – Panic Alarm Systems
# FIRE ALARM INSPECTION
## SILVERMINE

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**REVIEWED BY:**

**DATE:**

**PROBLEMS NOTED:**

**CREATED 9/26/97, REVISED 7/12/03**
# FIRE ALARM INSPECTION

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REVIEWED BY: ___________________________ DATE: ________________

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CREATED 9/26/97, REVISED 7/12/03
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REVIEWED BY: __________________________ DATE: ______________________
PROBLEMS NOTED: __________________________
# FIRE ALARM INSPECTION
## BUILDINGS 7 & 8

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**TOTALS** 39 0 14 5 50 43 14

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**REVIEWED BY:**

**DATE:**

**PROBLEMS NOTED:**

**REVISED 9/10/98**
The payment terms are net 45 days. Any deviation may result in bid rejection. Bid prices shall include all transportation charges FOB state agency.

<table>
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<tr>
<th>ITEM #</th>
<th>DESCRIPTION OF COMMODITY AND/OR SERVICES</th>
<th>PRICING</th>
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<td>Item 1</td>
<td>Complete Testing, Service and Maintenance of NOTIFIER Fire Alarm Systems Per attached Specifications.</td>
<td>SEMI-ANNUAL COST Per Scheduled Testing / Occurrence</td>
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<td>Item 2</td>
<td>LABOR RATES:</td>
<td>Rate Per Hour</td>
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<td>A. Normal Work Day / Per Hour Charge</td>
<td>8:00 A.M. To 4:00 P.M., Mon - Fri</td>
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<td>Specify the time Normal Workday consist of:</td>
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<td>B. Emergency Service Calls – Authorized by Agency Only</td>
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<td>After Hours (Includes Saturday) / Per Hour Charge</td>
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<td>Sunday and Holidays / Per Hour Charge</td>
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<td>Item 3</td>
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<td>Billing shall be strictly per Riverview Hospital requirements.</td>
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*Original invoices for parts shall be made available to Agency upon request.

**SPECIAL NOTE:**
Though specific testing & maintenance schedules are listed in the attached specifications, in no case shall any testing or work be performed that is not in conformance with **NFPA 72 - Testing Procedures for Signaling Systems.**

In addition the Contractor states that in the event of a catastrophic failure of the main fire alarm system processor, it will require downloading of the site-specific software. Riverview Hospital will need to obtain the data either on diskette or in system printout format, or contract with the vendor who installed the system to do the re-programming.