

## **PROPOSAL FOR CUSTODIAL/JANITORIAL SCHEDULE**

<b>ADVERTISED</b>	<b>7-20 &amp; 7/21/07</b>
<b>SITE CONFERENCE</b>	<b>8-1-07</b>
<b>PROPOSAL'S DUE</b>	<b>8-31-07</b>

**NORWALK COMMUNITY COLLEGE**  
**Proposal CJ-104-8.31.07**  
**Table of contents**

- Notice Inviting Proposal
- Job Walk
- Conditions and Specifications
- Proposal Form
- Bid Bond
- Performance Bond
- CHRO Compliance

## NOTICE INVITING PROPOSAL

Pursuant to Public Act 91-256 notice is hereby given that the Norwalk Community College will accept bids for the following items and specification on file and which may be obtained in the Purchasing Office, 188 Richards Avenue, Norwalk, CT 06854-16455:

### CUSTODIAL/JANITORIAL SERVICES PROPOSAL CJ-104-08.31.07

Bids shall be sealed and marked on the face thereof the number of the proposal. Proposals will be received up to Friday, August 31, 2007 at the College Purchasing/Accounts Payable Office, West Campus, Room W111, at which time they will be opened and read in public. All proposals shall be valid for a period of sixty (60) days after the opening.

**A Mandatory Pre-Proposal Conference will be held on Wednesday, August 1, 2007 at 2:00pm in room E212, 188 Richards Avenue, Norwalk, CT.**

NCC is an affirmative action/equal opportunity institution. All bidders must comply with State non-discrimination and affirmative action contract requirements Pursuant to Section 4a-60; copies are available in the College Purchasing Office and on the State of Connecticut website [www.cga.ct.gov/2005/pub/chap058.htm#sec4a-60.htm](http://www.cga.ct.gov/2005/pub/chap058.htm#sec4a-60.htm)

For Proposal Documents Contact Gwendolyn Brown at (203) 857-7145.

Advertised:	Date:	July 21 & 22, 2007
	Papers:	Norwalk Hour Stamford Advocate Connecticut Post Internet

**NOTICE OF MANDATORY PRE-PROPOSAL  
JOB WALK  
CUSTODIAL/JANITORIAL SERVICES  
Proposal CJ-104-08.31.07**

Gentlemen:

Norwalk Community College is scheduling a mandatory pre-proposal conference and job walk to answer any questions and explain details regarding the specifications and scope of work to be performed. This pre-proposal job walk will give bidding contractors the opportunity to investigate and fully acquaint themselves with the conditions relating to the job so that they may fully understand the facilities, difficulties and restrictions attending the execution of the work.

Place: Norwalk Community College  
188 Richards Avenue  
Norwalk, CT 06854-1655

Date: Wednesday, August 1, 2007

Time: 2:00 p.m.

Room: East 212

Should any questions arise prior to or after the above time, please contact Gwendolyn Brown, at 203-857-7145 or Dean Rose Ellis 203-857-7202.

NORWALK COMMUNITY COLLEGE  
CONDITIONS AND SPECIFICATIONS  
FOR  
CUSTODIAL/JANITORIAL SERVICES  
TABLE OF CONTENTS

I. GENERAL CONDITIONS

1. SCOPE OF CONTRACT
2. BID SECURITY
3. PRE-PROPOSAL CONFERENCE
4. LOCATION OF SERVICES
5. DURATION & EFFECTIVE DATE
6. EVIDENCE OF RESPONSIBILITY
7. INVOICES AND PAYMENT
8. PERMITS/LICENSES & CONTRACTORS OBLIGATION
9. HOLD HARMLESS
10. INSURANCE
11. SAFETY & SECURITY
12. DAMAGES
13. CONTRACTOR NOT AN OFFICE, EMPLOYEE OR AGENT
14. ASSIGNMENT PROJECTS AT THE DISCRETION OF THE COLLEGE
15. EXAMINATION OF SITE & CONTRACT DOCUMENT
16. DEVIATION
17. PAYMENTS WITHHELD
18. COLLEGE'S RIGHT TO TERMINATE CONTRACT
19. PERFORMANCE BOND
20. EVALUATION & AWARD OF PROPOSAL
21. CHANGES IN SERVICES

II. SPECIFICATIONS

1. HOURS OF OPERATION
2. PERSONNEL
3. PROTECTION OF WORK AND PROPERTY
4. STANDARD OF CLEANLINESS
5. MATERIAL AND SUPPLIES
6. MINIMUM SPECIFICATIONS FOR MATERIALS
7. EQUIPMENT
8. COMMUNICATION SYSTEM
9. CONTRACTOR STORAGE AREA
10. SERVICES DEFINED
11. CLEANING REQUIREMENTS
12. WORK SCHEDULE
13. WASTE DISPOSAL/RECYCLING
14. INSPECTION AND AUDITING
15. STANDARD WAGE RATES
16. OCCUPANCY
17. SECURITY
18. CHANGE OF ADDRESS
19. BID OPENING
20. BID PERPERATION TIPS

III. BID QUALIFICATIONS FORM

IV. BID BOND

V. PERFORMANCE BOND

VI. CONTRACT COMPLIANCE REGULATIONS

VII. CONTRACT COMPLIANCE MONITORING REPORT

NORWALK COMMUNITY COLLEGE  
CONDITIONS AND SPECIFICATIONS  
FOR  
CUSTODIAL/JANITORIAL CONTRACT

I. GENERAL CONDITIONS

1. Scope of Contract

Norwalk Community College, hereinafter referred to as NCC, is requesting qualified, professionally janitorial/custodial companies to provide cleaning services to maintain the College premises that serve a population of 6,000 in a clean, neat, hygienic, and sanitary condition. Contractor shall provide and furnish all labor, materials, tools equipment, utility and transportation services required by the conditions and specifications to perform the contract in a professional manner.

Services rendered shall include but not limited to cleaning, deodorizing, disinfecting, disposal, dusting, furnishing supplies, maintaining, mopping, shampooing, spot-cleaning, vacuuming, washing, waxing, wiping, general labor, and other such services required as customary.

2. Bid Security

Each proposal shall be accompanied by a certified check or cashiers check payable to the Norwalk Community College, or satisfactory bid bond in favor of NCC issued by a responsible surety company licensed to do business in the State of Connecticut, in an amount of \$2,000.00, five (5%) of the estimated yearly contract of \$40,000.00. Checks of unsuccessful bidders will be returned as soon as practical after award of contract.

3. Pre-proposal Conference

A mandatory pre-proposal conference will be held to review specification and afford bidders the opportunity to investigate and fully acquaint themselves with the conditions and restrictions relating to the work to be performed.

4. Location of Services

These specifications are intended to cover services at the facilities at 188 Richards Avenue. Description and layout of the facilities are available upon request.

5. Duration an Effective Date

The contract period for services shall be for 33 months commencing October 1, 2007 and ending June 30, 2010. The contract may, by mutual agreement, be renewed and extended for additional (24) months for (2) renewal period(s) consistent with the terms and conditions of the original contract.

6. Evidence of Responsibility

Each proposal bid shall be accompanied by evidence showing the bidder's financial resources, his experience and organization available for performance of the contract. The evidence of responsibility shall also include a list of, a minimum of, three (3) similar size and nature contracts of current or past performance including name of company, address, contact person and general description of the contract. Failure to submit such evidence may be the basis of rejection of proposal.

7. Invoices and Payments

The contractor shall render invoices in duplicate, in a form acceptable to the College, on a monthly basis, to Anthony (Tony) Centopanti Building Director. Payment for services rendered shall be made within a reasonable and customary period after the performance of services and receipt of invoice. State of Connecticut payment terms are NET 45 days.

8. Permits/Licenses and Contractor Obligations

The contractor shall perform all obligations and discharge all liabilities imposed upon employers under tax, labor, wage-hour, apprenticeship, sickness, disability, unemployment compensation and insurance, old age benefits, social security and any and all such federal, state, county and local laws and regulations that shall impinge upon the contract.

9. Hold Harmless Clause

Contractors shall hold harmless and indemnify NCC from and against, any and all costs, claims, damage, liability and expense, including attorney fees, incurred by NCC on account of any damage to property or injury, including death or persons including any damage or injury property or persons of any employee for Contractor or of NCC or any damages and expenses, lawsuit, claim, demand or administrative proceeding brought against by any person or entity, including the United States Government, or any agency or political subdivision thereof for false arrest, false imprisonment, illegal search or seizure, malicious prosecution, libel, slander, assault, battery, negligence, or any type of offense arising out of the contractor or any of its employees, agents or servants in connection with performance of the work hereunder within or outside the scope of said work.

10. Insurance

The contractor shall take out and maintain during the life of this Contract such insurance as shall protect him, the College and the State of Connecticut and hold harmless and indemnify the College, State of Connecticut, its officers, employees and agents from every claim or demand made and every liability, loss, damage or expense, of any nature whatsoever. Such insurance shall be in the amounts as specified for all liability for injury to person, death or property damage resulting from or in any way related to the performance of the work under this Contract.

- a. Public Liability and Property Damage Insurance – The contractor shall maintain public liability as respects bodily injuries or death in the sum of \$500,000 and



property damage legal liability insurance in the amount of \$100,000 and shall furnish a certificate thereof containing an indemnification and save harmless clause covering the State of Connecticut in said amounts.

- b. Fidelity Bond – The contractor shall also obtain a Fidelity bond - \$50,000 coverage to protect the College against financial loss resulting from grounds not being properly maintained.
- c. Compensation Insurance – The contractor shall procure and shall maintain during the life of this contract Workmen’s Compensation and Occupational Disease Insurance for all his employees to be engaged in work on the project under this contract with statutory limits as provided by the State of Connecticut.
- d. Automobile Insurance – The contractor must maintain Comprehensive Automobile Bodily Injury Liability and Automobile Property Damage Liability Insurance as required by law.
- e. Certificate of Insurance – Certificates evidencing insurance coverage required of the contractor must be filed with the Business Office before any work is commenced under this contract. All policies must contain a clause stating that the policy will not be cancelled without ten (10) days prior written notice having first been sent the contractor and he in turn must notify NCC.

#### 11. Safety and Security

It shall be the responsibility of the contractor to as certain rules and regulations pertaining to safe conduct and safety of premises while in the course of performing the Contract. Judgment must be exercised in complying with the terms of the Contract and care shall be taken at all times to insure the safety of all concerned utilizing properly trained staff and equipment.

#### 12. Damages

Any damage to property caused by the contractor during the execution of this Contract will be required or replaced to original condition. The College reserves the right to withhold payment until remedied or deduct the cost of repair or replacement from payment.

#### 13. Contractor Not an Officer, Employee, or Agent

While engaged in carrying out and complying with the terms and conditions of the Contract, the contractor is an independent contractor and not an officer, employee, or agent of NCC.

#### 14. Assignment

Contractor may not assign this Contract or any part thereof without prior written consent of NCC.

15. Examination of Site and Contract Documents

Bidders are required to attend the mandatory site inspection and pre-bid meeting to have satisfied himself as to the condition and the requirements of the location and agency. The time and date specified on the proposal schedule page is to be considered the mandatory site inspection and pre-bid meeting date. Only Contractor's attending the mandatory site inspection and pre-bid meeting will be considered for award. All Contractors, whether previously awarded this contract **MUST ATTEND** the site inspection/pre-bid meeting.

The College will have a sign in sheet the day of the site inspection and pre-bid, please be sure that you have placed your company's name on this sheet.

16. Deviations

Any alterations, differences, additions or substitutions the contractor proposes in lieu of the requirements stated herein must be clearly indicated in the return bid form.

17. Payments Withheld

In the event contractor's services are deemed to be in default of conditions and specification set forth, the College at its discretion may withhold payment for services not rendered and deduct such charges from any payment due contractor.

18. College's Right To Terminate Contract

If the contractor refuses or fails to prosecute the work or any separable part thereof with such diligence as will insure its completion within the time specified, or if he should persistently or repeatedly refuse or should fail to supply sufficient properly skilled workman or proper materials to complete the work in accordance with the conditions and specifications, then the College may, at its discretion, without prejudice to any other right or remedy, serve written notice upon him and his surety if any, of its intention to terminate the contract. Such notice shall contain the reasons for intentions to terminate and unless within ten calendar days after services of said notice such correction thereof made, this contract shall upon the expiration of said ten days, cease and terminate. In such cases, contractor shall not be entitled to receive any further payment until work is completed.

NCC shall concurrently serve written notice thereof upon surety, and surety shall have the right to take over and perform the contract. If contractor, or surety, fails to satisfy the demands of NCC, NCC may take over the work and prosecute same to completion by contract or by any other method it may deem advisable at the expense of the contractor and he or his surety shall be liable to NCC for any cost or damage occasioned by NCC.

## 19. Performance Bond

Contractor shall furnish a Performance Bond issued by a surety licensed to do business in the State of Connecticut in the amount of \$10,000.00, twenty five (25) percent of estimated yearly contract of \$40,000.00, for the faithful performance of the terms, covenants and conditions of the contract. The premium of all bonds shall be paid by the Contractor. Such bonds shall be tendered prior to the commencement of any work done to the College Business Office.

## 20. Evaluation and award of Bid

The College reserves the right to accept or reject any or all bids, to waive any irregularities or information in any bid or in the bidding process, to accept or reject any items or combination of items. Notwithstanding any other provision of any of the contract documents, the College specifically reserves the right to award, in its absolute discretion, thus insuring that the best interest of the student body will be serviced.

Award will be made based on the following criteria:

- Cost
- Contractor's Experience
- References

## 21. Changes in Services

The College reserves the right to increase, types of services, or decrease services based upon identified requirements or budgetary considerations. Any increases or decreases shall be in accordance with original bid conditions, specifications and pricing.

GENERAL  
CUSTODIAL/JANITORIAL SERVICES

SPECIFICATIONS OF CONTRACT

Contractor shall be responsible for supplying Custodial/Janitorial Services and all equipment and personnel necessary to provide contracted services.

**1. HOURS OF OPERATION:**

Work performed in these specifications shall be performed nightly Sunday thru Thursday between the hours of 10:30 pm to 7:00 am and daily work performed Monday thru Saturday (on call) between the hours of 8:00 am to 6:00pm. Norwalk Community College reserves the right to change operational hours as needed, and will give contractor sufficient advance notice of any changes.

**2. PERSONNEL:**

Contractors shall furnish full-time and part-time employees, fully trained, properly instructed, competent personnel in the minimum numbers as specified below and in accordance with services required. Staffing must be acceptable to the College.

A. Staffing - Nightly

1. One (1) English speaking working Supervisor overseeing both the East and West Campus with minimum of two (2) years experience as a shift supervisor acting in a supervisory capacity to insure supervision of workforce and to guarantee that work is performed nightly in accordance with the specifications of the contract –Full-Time forty (40) hour per week.
2. Custodial/Janitors  
Staff and hours as listed as follow:

NOTE: Alternative arrangements will be considered and must be noted in the return bid. All employees' shift must begin at 10:30pm.

- East Campus
  - One (1) lead person, Sunday thru Thursday, 10:30pm to 2:30 am.
  - Seven (7) cleaners, Sunday thru Thursday, 10:30 pm to 2:30 am.
  - Eight (8) hours on Friday, common areas, refuse, restrooms, miscellaneous.

- West Campus

One (1) lead person, Sunday thru Thursday, 2:30pm to 6:30pm

Seven (7) cleaners, Sunday thru Thursday, 2:30pm to 6:30pm

Eight (8) hours on Friday, common areas, refuse, restrooms, miscellaneous

Lead person on each campus, shall be English speaking.

The College reserves the right to adjust the operational hours as need may arise.

B. Staffing – Days

1. Account Managers who shall visit the site once (1) a week to inspect the operations and review the performance with College Representative. Manger shall be available for emergencies on a twenty-four (24) hour notice to address problems that arise.

2. Porter/Matron

One (1) Matron, eight (8) hours, Monday thru Friday, 8:00 am to 4:30 pm, w/half hour lunch.

One (1) Porter, six (6) hours, Monday thru Friday 9:00 am to 3:00 pm.

One (1) Matron, six (6) hours, Monday thru Friday, 11:00 am to 5:00 pm.

3. One outside person for grounds 7:00 am to 3:30 pm, w/half hour lunch

C. Building/Ground Workers – Periodic

The College periodically requires general labor services of an unskilled, non-technical nature. These services are designed to assist/complement the College staff in peak workload periods on an intermittent basis.

Services requested will be required within a forty-eight (48) hour notice and be a minimum of four (4) hours each request if not an extension of Custodial/Janitorial shift. General labor services shall be quoted separately and invoiced separately.

D. Qualification of staff

All personnel employed by contractor shall be full-time and part-time employees, supplied with identification to be worn at all times. Day personnel shall be attired in company-identified uniform.

E. Compliance

All contractor personnel, including management, must sign in and out with College security personnel. Norwalk Community College may audit weekly sign in and out sheets plus payroll time cards and payroll check stubs for compliance of all Terms and Conditions of minimum pay rate requirements.

**3. PROTECTION OF WORK AND PROPERTY:**

The contractor, during the performance of the Contract, shall exercise due caution and proper care and protection for all College and/ or personal property, equipment, facilities, and supplies. The Contractor shall be responsible for all damages to College and/ or personal property caused by use, misuse, or negligence of the Contractor's employees or agents and shall be responsible for the repair or replacement of any damaged property.

The Contractor shall report, in writing, within seventy-two (72) hours of the occurrence of damaged to College property. Failure to report the damage within the specified time may be cause for termination of the contract.

**4. STANDARD OF CLEANLINESS:**

The contractor shall at all times maintain the facilities in a clean, neat, hygienic, orderly and sanitary condition. If circumstances, caused by the College, prevent the Contractor from fulfilling their obligation, the Contractor shall submit in writing, to the College, the nature, extent and proposed remedy to the Building Director for Consideration.

**5. MATERIAL AND SUPPLIES:**

A. The Contractor shall furnish the following supplies in minimum specified quantities and quality to insure uninterrupted service and to provide for a clean and sanitary environment:

- Detergents/ Disinfectants
- Cleaning chemicals and solutions used on floors, walls, furniture, restrooms, fixtures, glass, tile, brick, slate, concrete, and other building surface
- Disinfectants, germicides, and fungicides
- Deodorize

- Rags, cloths, sponges, brushes, pails, spray bottle, scrapers, steel wool, plastic disposal bags
- Scouring powders and compounds
- Paper products used in the cleaning process
- Other such tools and supplies as customarily required
- Sanitary Napkins/Tampons

The College will make available to the Contractor at no expense to the Contractor for use and dispensing:

- Toilet tissue
- Paper towel
- Trash liners
- Hand soap
- White board erasers and cleaning solution

- B. The following inventory of chemicals has been established, as the minimum inventory required assuring uninterrupted service. Contractors will be required to furnish and maintain the inventory.

Chemical – Minimum Inventory:

- 5 gals Hospital grade disinfectant (rated for HIV) to be used on all bathroom floors, walls, and fixtures
- 5 gals Glass cleaner
- 5 gals All surface cleaner (i.e. Fantastic or 409) for spotting desks and walls
- 5 gals Neutral pH floor cleaner with deodorizer
- 1cs Medium mop heads twenty-four (24)
- 1cs Supply of treated dust mops twenty-four (24)
- 50lbs Supply of clean rags or disposable wipes
- 6 cans 3M foam scrub or comparable
- 1cs Yellow muslin cloths
- 1 gal Carpet spotter
- 2 cans Carpet spotter (solvent)
- 1 box Host/Carpet Mate or comparable
- 1 can Gum remover
- 5 gals Carpet “rotary/bonnet” shampoo
- 5 gals Carpet “extraction” cleaner
- 2 gals Carpet “traffic lane pre-spray”
- 1 gal Carpet browning treatment
- 1 cs Graffiti remover

All other chemicals in sufficient quantities to perform all contracted tasks.

- C. A Material Safety Data Sheet (MSDS) Book of all chemicals used by the Contractors is to be maintained and updated on the premises and appropriately posted.

- D. All bids must be accompanied with product literature and MSDS sheets for the detergents disinfectants, slate and tile finishes, wall washing solutions, liquid and powder cleaners, restrooms fixture cleaner products in order to be considered a responsive bid.

**6. MINIMUM SPECIFICATIONS FOR MATERIALS:**

**A. Wall Washing Products**

Products used for wall washing-in the washing of wall, no abrasive or highly alkaline cleaners shall be used. Only non-abrasive Non-butyl low pH synthetic detergents shall be used such cleaning.

**B. Detergents/Disinfectants**

Use only E.P.A. registered hospital grade detergent/disinfectant effective as a disinfectant, fungicide, virucide, and mildewcidal.

**C. Slate and Resilient Tile Floor Finishes, Sealers an Stripper**

- Stripper: Non-ammoniated, with high powder amines and alkalinity, specifically for high speed floors
- Sealer: Acrylic for stone and resilient floors
- Finish: Must have a minimum of 16% solids maximum of 25% solids, and have a co-efficient of friction to exceed the standard set forth by the CSMA and ASTM methods of testing. All finishes to be specifically formulated for a high speed floor care program
- Restore and Spray Buff: Must be specifically formulated for use with the high-speed floor finish use.

**D. Liquid Cleaners**

Liquid cleaners shall have a maximum pH of 10 and be of such nature so as not to blush or destroy the shine or floor finish when diluted and will not leave a haze or film residue on any surface when dry.

**E. Powdered Cleaners**

Shall be limited to areas as approved by the college and not be used on non-vitreous surfaces.

**F. Restroom Fixture Cleaners**

Cleaning of chromium and nickel-plated fixtures in restroom – no cleaner shall be used that incorporates abrasives, oil, wax ingredients. Fixtures shall be cleaned only with hospital grade, acid free restroom cleaner that is a disinfectant, deodorant, mildew tat, and virucide.

**G. Carpet Spotting and Cleaning Materials**

Carpet cleaning chemicals used routine, interim and restorative maintenance as well as special needs must be an approved chemical by the carpet mill manufacturer and by the College prior to use.

**7. EQUIPMENT:**



Contractor shall furnish and maintain all necessary cleaning equipment and shall be the sole responsibility of the Contractor. Equipment furnished by the Contractor shall be in sufficient quantities to insure proper coverage and include but not limited to:

- 4 Ultra high speed burnishers, 150rpm with 2 cs of burnishing pads
- 4 Rotary Machines 175 rpm with 2 Shampoo tanks, 2 Shampoo brushes, 2 pad drivers, 4 bonnet buffing pads, 2 cases each of black stripping, blue scrubbing, red polishing pads.
- 8 "12" upright commercial vacuums
- 4 Porta vacuums (i.e. eureka, mighty might, hoover porta power)
- 4 Wide area vacuums 24" to 30"
- 2 Commercial carpet extractor
- 16 Wringer and bucket combinations 6 gal
- 24 Wet Floor signs
- 6 Bathroom Closed signs
- 14 55 gal Brute garbage cans with dollies
- 12 High dusters/extension dusters
- 12 Dust mop handles with cradles
- 4 Maid carts
  - 1 (12") and 1 (18") window squeegee
  - 2 Unger window-cleaning buckets
- 16 Wet mop handles-orange or red fiberglass for safety
- 2 Host or comparable dry cleaning system for carpets, assorted scrub brushes/Doodle bug
- 2 Garden pump sprayer
- 1 Automatic scrubber for West Campus

All equipment, tools, and implements furnished by the Contractor and maintain on the premises shall be clearly marked with a distinguishing mark identifying the equipment belongs to the Contractor. All equipment shall be maintained in like new condition at all times. On a monthly basis Contractor and College will jointly verify equipment on campus.

## 8. COMMUNICATION SYSTEM

Contractor shall furnish at their own cost a communication system for communication between contractors personnel for efficiency and safety.

- Communication shall consist of:
    - Eight (8): Four (4) watt UHF/FM walkie talkies equipped with speaker with speaker microphone, belt hung carrying case, two (2) channel operation, rapid rate rechargers, extra batteries.
    - One (1): Thirty-five (35) watt UHF/FM Base station with two (2) channels, digital private line, desk microphone, and antenna.
- Unit must be licensed through the Contractor.

Note: Alternate systems will be considered and must be noted in the return.

## 9. CONTRACTOR STORAGE AREA

The College will make available to the Contractor a storage arena for the purpose of storing supplies and equipment for the performance of the contract.

## 10. SERVICES DEFINED

### A. Empty Waste Paper Containers

Empty all waste paper baskets, cans, and containers and deposit in designated dumpsters or recycling paper containers. Keep waste paper baskets clean and sanitary by use of liners. Remove any boxes or materials left in hallways identified to be disposed.

### B. Vacuum Carpets

Completely vacuum all area of exposed carpet within a room or corridor, using an approved type vacuum. Clean spots as needed, remove gum.

### C. Clean Glass

Use an approved glass cleaner and dry towel. Remove fingerprints and smears from entrance and exit doors, wall partitions and classroom doors.

### D. Dust Furniture

Use clean rag treated with an approved material. Wipe off all surfaces of hard-finished furniture. Office desk to be cleared by owner.

### E. Damp Mop floor

Use a clean strain mop and an approved solution for specific floor type. Damp mop all exposed areas of floor surface. Wring out mop so that it does not drip where damp mop is called for. Use "wet floor" signs as needed.

### F. Restroom Fixtures

Plumbing fixtures include mirrors, commodes, washbasins, urinals, shower stalls, and their exposed piping and valves. Using an approved solution, clean all surfaces and wipe all chrome and mirrors.

### G. Buff Floor

1. **Vinyl resilient Title:** Use the spray buff or high-speed burnishes method with an approved floor material.
2. **Slate:** damp mop with a mild detergent solution, allow drying and spraying buff or high-speed burnish using an approved material.

### H. Dust Mop

Use a treated dust mop; remove all surface dust and dirt. Use only an approved mop treatment.

**I. Spot Clean Floor, Walls, or Furniture**

**1. Floors**

Carpet-clean up spilled materials and spot clean carpet in an approved manner.

**2. Furniture**

Fabric Covered Furniture- prior to cleaning use test area to determine safe treatment of fabric.

**3. Walls**

- a. Painted walls-spot clean walls and doors with clean rag and approved solution.
- b. Stained doors-prior to cleaning any stained door or other wood trim, get specific instructions on the type of cleaning solution that is to be used.
- c. Metal partitions-use an approved sanitizing solution with a clean rag and wipe dry.
- d. Wall paper/covering-spot-clean with approved solution and clean with dry rag.

**J. Mop Floor**

NOTE: Do not splash walls or leave streaks on cove base.

**1. Ceramic Tile**

Use a clean mop with an approved detergent hospital grade disinfectant. Do not apply any type floor sealer or other floor finish material.

**2. Resilient Tile**

- a. Vinyl-use a clean mop with an approved detergent.
- b. Slate-use a clean mop with approved detergent. Mop should be dry enough not to drip.
- c. Rubber Stair Treads-use clean mop with approved detergent.

**K. Desk Tops Hard Finish Furniture and Chairs**

Clean with an approved cleaner – wax with clean cloth. Remove graffiti, spills, and fingerprints from classroom desks, chairs, and walls. Leave all classrooms in a neat an orderly manner.

**L. Window Washing – Interior and Exterior**

Use a sponge strip washer or window brush and squeegee with an approved solution. Sponge or brush all window surfaces, squeegee dry. Use rag to pick up all water drips. Leave all surfaces dry.

**M. Venetian Blinds and Shades**

Use only a soft bristle brush; dust each side. Do not use any type of cleaner or water solution on blinds or shades.

**N. Wood Base**

Use mild detergent and clean rag.

**O. Shampoo Carpets**

Use material and equipment recommended by carpet manufacturer and as approved.

1. Furnish waterproof material placed under legs or pedestals of furniture, set on damp carpet. Remove after carpet has dried.
2. Move all furniture except file cabinets and desk for shampooing of carpets.
3. After shampooing carpets, wipe all wall or furniture surfaces that have been spotted.

**P. White Boards**

Follow manufacturer's directions for cleaning all white boards. Information and cleaning solution supplied by the College. Clean all trays and entire boards as directed.

**Q. Stairways**

Sweep or vacuum, damp mop to clean and spotless appearance.

**R. Restroom and Gym Locker Rooms**

Wash and sanitize sinks, drinking fountains, floors, walls, urinals, water closets, lavatories, seats, benches, dispensers, and shower areas using hospital grade disinfectant. Refill all dispensers.

**11. CLEANING REQUIREMENTS**

**A. Daily/Nightly – Sunday through Friday**

**1. Classrooms**

- a. clean all white boards and trays thoroughly with approved solution supplied by the College.
- b. Empty all waste receptacles and replace with liners, leave in clean and sanitary condition.
- c. Remove all pencil/ink marks on teacher's and student desk.
- d. Completely vacuum all carpeted areas two (2) times per week. Clean spots as required in the Common Areas nightly.
- e. Spot clean walls, doors, and door glass.
- f. Straighten chairs and tables per instructions.
- g. Close and lock all windows and doors.
- h. Turn off all lights.

**2. Offices, Library, Conference Rooms, Faculty Offices, Student Activities area, Theater and Lecture Hall**

- a. Completely vacuum all carpeted are two (2) times per week. Clean spots as required in the Common Areas nightly. Remove any gum.
- b. Empty all wastebaskets, replace liners as needed. Damp wipe wastebaskets with detergent/disinfectant as needed.
- c. Remove smudges and finger marks on doors, light switches and walls
- d. Dust mop vinyl floors with treated mop, damp mop as required to maintain a clean appearance.
- e. Spot clean glass partitions, doors and windows.

- f. Close and lock all doors.
- g. Turn off all light.
- h. Straight areas per instructions.

**3. Restrooms/Lavatories and Gym Locker rooms**

- a. All water used for cleaning or mopping must have a minimum of two (2) ounces of hospital grade disinfectant.
- b. Scrub entire toilet and urinal with brush and bowel cleaner.
- c. Wash and sanitize all sinks, counters, and fixtures.
- d. Wash all toilet seats with disinfectant solution, let sit for ten (10) minutes, wipe dry, and leave in upright position.
- e. Clean all mirrors.
- f. Refill all toilet tissue, hand towels, hand soap dispensers.
- g. Empty all wastebaskets and receptacles. Sanitary napkins receptacles to be checked and washed and bags replaced in receptacles.
- h. Remove finger marks and writing on doors, light switches, all partition and walls.
- i. Disinfect all splashes on partitions.
- j. Keep all slop sinks clean all supplies neatly stacked.
- k. Replace deodorant blocks as required
- l. Clean and disinfect shower areas.

**4. Corridors/Circulation Areas/Stairways/Elevators**

- a. Completely vacuum all carpet areas two (2) times per week. Clean spots as required in the Common Areas nightly. Remove any gum.
- b. Sweep slate and damp mop as needed.
- c. Dust mop vinyl floors and rubber stair treads damp mopping to a clean and spotless condition.
- d. Wash and wipe dry all handrails.
- e. Clean, sanitize and polish drinking fountains.
- f. Clean all lounge tables and chairs of debris, trash, leave in orderly arrangement.
- g. Spot clean all glass doors interior and exterior.
- h. Clean entire elevator(s), wipe with water based stainless steel cleaner.

**B. Friday**

- a. Lavatories-same as daily cleaning.
- b. Corridors, Circulation Areas, Stairways-same as daily cleaning.

**C. Weekly**

- a. Dusting-dust all offices/classrooms/circulations areas/ to include desk, chairs, file cabinets, bookshelves, display cabinets, fire extinguishers, top of bulletin boards, and all reachable windowsills, ledges, and railing. Office desk to be cleared by owner.
- b. Slate-high speed burnish or refinish as required to maintain a wet look appearance.
- c. Glass-wash all interior and exterior lobby glass and door glass.
- d. Stairways-thoroughly mop and clean to spotless appearance.

- e. Elevators-tracks on all floors to be thoroughly vacuumed and damp wiped.

**D. Monthly**

- a. Carpet-bonnet buff or dry clean open corridor area carpet.
- b. Vinyl Tile-high speed burnish or refinish classrooms and labs as required to maintain a clean and wet look appearance.
- c. Restrooms-clean and sanitize all walls, partitions, counter, and surfaces except ceiling.
- d. Wood Surfaces-clean and wax.
- e. Glass-wash all office partition.

**E. Modified School Schedule**

The following cleaning is to be accomplished during the non-peak periods of holiday and summer sessions and at such times as mutually agreed upon.

- a. Tile Floors-Twice yearly strip, seal and refinish all tile/slate floors using a high speed formulated floor finish as needed. Scrub and wax tile floors where needed to maintain the acceptable high gloss (wet look) appearance required.
- b. Desk/Chairs/Walls-damp wipe all desks and chairs to clean disinfect and remove any graffiti.
- c. Once yearly all carpeting to be rotary shampooed and water extracted. The Common Areas to be shampooed three times per year.
- d. Doors-wash doors, knobs, door pulls, push plates and kick plates.
- e. Other-any mutually agreed upon items that require attention.

**12. WORK SCHEDULE**

Contractor shall develop and maintain work schedule to perform services addressing one wing at a time and similarly one area on each floor at a time to insure thorough cleaning. Areas lights shall turn on and utilize light only in the area of immediate work and upon completion of area worked secure all doors, windows and cabinets and lock as appropriate. A schedule of work shall be submitted to the Building Director for approval. Contractor shall maintain records documenting placement of staff in areas assigned on each campus.

**13. WASTE DISPOSAL/RECYCLING**

All waste, liquid solutions and debris shall be disposed of in a safe manner, in proper areas furnished by the College. Liquid waste shall be disposed of in sinks, basins or drainage areas designed for such purpose. Each day bottles and cans must be picked up at the East Campus Snack Bar and West Campus Café, put in proper container properly marked and placed outside. At night they are to be picked-up, bagged, and set aside for morning disposal. Paper must also be recycled in each building and put in the containers out side marked for paper.

**14. INSPECTION AND AUDITING**

Contractor shall assign and maintain on premises a qualified supervisor to perform inspection services of work force to guarantee compliance with the terms and conditions and specifications of the Contract. The College, at its discretion, will perform routine audit on performance of contract accompanied by Contractor or his representative. Any discrepancies, omissions or unacceptable performance shall be rectified in accordance with the terms and conditions of the Contract. Any deductions for work not performed shall be in accordance with the terms of this Contract and assessed on an hourly basis.

**15. STANDARD WAGE RATES**

In accordance with CT Public Act 99-142, all bidders must compensate hourly, non-supervisory employees not less than the standard rate as determined by the Labor Commissioner equivalent to the minimum hourly wages as set forth in the Federal Register of Wage Determinations; plus a thirty percent surcharge to cover cost of any health; welfare and retirement plans; or if no such plan exists, and amount equal to thirty percent paid directly to the employees. Rate schedule as 07/01/01 for janitorial personnel is as follows:

<u>Occupational Title:</u>	<u>Minimum Hourly rate</u>	<u>Benefit Surcharge (30%)</u>
Housekeeping Aide 1	\$8.82	2.65
Housekeeping Aide 2	\$8.82	2.65
Janitor	\$8.47	2.54
Laborer	\$8.47	2.54
Labor, Grounds Maintenance	\$8.47	2.54
Maid or Houseman	\$8.47	2.54

**16. OCCUPANCY**

Norwalk Community College reserves the right to occupy or allow use of any building, room or office as required. Contractor shall services accordingly. The College will attempt to notify Contractor sufficiently in advance of occupancy so Contract can make necessary arrangement.

**17. SECURITY**

The Contractor is responsible for training his employees in the security requirements of the College, and he is responsible for enforcing the security rules as they apply to his employees. In addition to any other security rules and regulations, the contractor shall inform his employees of the following:

- a. No guns, knives or other dangerous weapons are allowed on College property.
- b. No drugs, or other prohibited substances including alcohol, are allowed on College property.

**18. CHANGE OF ADDRESS**

In the event that the awarded contractor moves or updates phone numbers, it is the responsibility of the contractor to advise NCC of such changes in writing. The

College 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: Norwalk Community College, 188 Richards Avenue, Norwalk, CT 06854-1655.

## **19. BID OPENING**

Bidders are encouraged to attend the public opening of this bid, on the date and time specified in the bid documents. If a bidder is unable to attend the bid opening and wishes to have results of the bid, bidders may schedule an appointment to review the bid documents. Due to the numerous bids issued, buyers are unable to read results over the telephone.

## **20. BID PREPARATION TIP**

3. Bidders must include the cover sheet (Bid form) STATEMENT OF BIDDER'S QUALIFICATIONS and BID BOND. These forms are to be signed in INK. Bids received which do not include these forms will be considered NON-RESPONSIVE, and will not be awarded.
4. Bids received after the time and date specified as the Bid Opening Date, will not be considered.
5. Bids must be prepared in INK or TYPEWRITTEN, bids submitted in pencil will be rejected.
6. CHANGES OR CORRECTIONS (cross outs or changes made with white-out) made to your bid, MUST BE INITIALED. CHANGES OR CORRECTIONS WHICH ARE NOT INITIALED WILL BE DISQUALIFIED.



STATEMENT OF BIDDER'S QUALIFICATIONS (page 1 of 2)

This form will be used in assessing Bidder's Qualifications and will be used to determine if bid submitted is from a responsible bidder. State law designates that contracts be awarded to the lowest responsible qualified bidder. Factors such as past performance, integrity of the bidder, conformity to the specifications, etc. will be used in evaluating bids.

**BIDDER'S 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 SERVICES AGAINST. Indicate which State Agency, and provide contract Name and Number, and the name and telephone number of the purchasing agent administering the contract.

Contract No.	Contract Name	State Agency	Purch. Agent	Telephone
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

List any contract awards to your company by the State of Connecticut within the last three (3) years. Indicate which State Agency, and provide contract Name and Number, and the name and telephone number of the purchasing agent administering the contract.

Contract No.	Contract Name	State Agency	Purch. Agent	Telephone
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

List other names your company goes by: \_\_\_\_\_

List previous company name(s): \_\_\_\_\_

List four completed projects similar in nature to this INVITATION TO BID which demonstrates your company's ability to perform the required services.

	Company Name and Address	Telephone No.	Dollar Value
1.	_____ _____	_____ _____	_____ _____
2.	_____ _____	_____ _____	_____ _____
3.	_____ _____	_____ _____	_____ _____

STATEMENT OF BIDDER'S QUALIFICATIONS (page 2 of 2)

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

General Information about the Company

**Size of Company or Corporation:**

Number of Employees: Full Time \_\_\_\_\_ Part Time \_\_\_\_\_  
Total Asset Value \_\_\_\_\_  
Equipment Asset Value \_\_\_\_\_

**OWNER/OPERATOR** \_\_\_\_\_ **PARTNERSHIP** \_\_\_\_\_ **CORPORATION** \_\_\_\_\_ **MINORITY** \_\_\_\_\_

Is your company registered with the Office of the Connecticut Secretary of the 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 and Manufacturer):

MODEL	YEAR	MANUFACTURER
_____	_____	_____
_____	_____	_____
_____	_____	_____

(Please attach an additional sheet(s) if necessary)

Please list any relevant certifications, licenses, registrations, etc., which qualify your company to meet the requirements of this bid.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(Please attach an additional sheet(s) if necessary)

Please list any administrative actions either pending review by the State, or determinations that the State has made regarding your company or corporation. This should include court judgments, and pending suits by a State or Federal Court. Include in your statement a listing of O.S.H.A. violations, and actions or orders ending or resolved with any State Agency such as The Department of Consumer Protection, The Department of Environmental Protection, etc. Please detail this information on a separate sheet of paper. Such information should be for the last three (3) years.

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

\_\_\_\_\_  
Print Name and Signature Title Date

BID BOND

KNOWN AL MEN MBY THESE PRESENTS, that we \_\_\_\_\_  
as Principal, and \_\_\_\_\_  
as Surety, are held and firmly bound unto the Norwalk Community College, hereinafter called the College,  
in the penal sum of \_\_\_\_\_ PERCENT(\_\_\_\_\_% ) OF THE TOTAL AMOUNT OF THE BID of the  
Principal submitted to the said College for the work described below for the payment of which sum in  
lawful money of the United States, well and truly to be made, we bind ourselves, our heirs, executors,  
administrators, successors and assigns, jointly and severally, firmly by these presents.

THE CONDON OF THIS OBLIGATION IS SUCH that whereas the Principal has submitted the  
accompanying bid dated \_\_\_\_\_ 20 \_\_\_\_\_, for \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

NOW THEREFORE, IF THE Principal shall not withdraw said bid within the period specified therein after  
the opening of the same, or if no period be specified, within sixty (60) days after said opening; and if the  
specified, within five (5) days after the prescribed forms are presented to him for signature, enter into a  
written contract with the College, in accordance with the bid as accepted and give bond with good and  
sufficient surety or sureties; as may be required, for the faithful performance and proper fulfillment of such  
contract and for the payment for labor and materials used for the performance of the contract, or in the  
event of the withdrawal of said bid within the period specified or the failure to enter into such contract and  
give such bonds within the time specified, if the Principal shall pay the College the difference between the  
amount specified in said bid and the amount for which the College may procure the required work and/ or  
supplies, if the latter amount be in the excess of the former, together with all costs incurred by the College  
in again calling for bids, then the above obligation shall be void and of no effect, otherwise to remain in full  
force and virtue.

Surety, for value received, hereby stipulates and agrees that no change, extension of time, alteration or  
addition to the terms of the contract on the call for bids, or to the work to be performed thereunder, or the  
specifications accompany the same, shall in any way affect its obligation under this bond, and it does  
hereby waive notice of any such change, extension of time, alteration or addition to the terms of said  
contract or the call for bids, or to the work, or to the specifications.

In the event suit is brought upon this bond by the College and judgment is recovered, the Surety shall pay  
all costs incurred by the College in such suit, including a reasonable attorney's fee to be fixed by the court.

IN WITNESS WHEREOF the above-bound parties have executed this instrument under their several seals  
this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_, the name and corporate seal of  
each corporate party being hereto affixed and these presents duly signed by its undersigned representative,  
pursuant to authority of its governing body.

(Corporate Seal)

\_\_\_\_\_  
Principal  
By \_\_\_\_\_  
Title \_\_\_\_\_

(Corporate Seal)

\_\_\_\_\_  
Surety  
By \_\_\_\_\_  
Title \_\_\_\_\_

(Attach Attorney-in-Fact Certificate)

PERFORMANCE BOND

KNOW ALL MEN BY THESE PRESENTS: That WHEREAS, the NORWALK COMMUNITY COLLEGE by resolution passed \_\_\_\_\_, 20\_\_\_\_\_, has awarded to \_\_\_\_\_, hereinafter designated to as the "Principal," a contract for the work described as follow:

WHEREAS, said Principal is required under the terms of said contract t furnish a bond for the faithful performance of said contract,

NOW THEREFORE, we, the Principal and \_\_\_\_\_ as Surety, are held and firmly bound unto the NORWALK COMMUNITY COLLEGE, hereinafter called the COLLEGE, in the penal sum of \_\_\_\_\_ Dollars (\$\_\_\_\_\_), lawful money of the United States of America, for the payment of which sum will and truly to be made, we bind ourselves, our heirs, executors, administrators, successors and assigns, jointly and severally, firmly by these presents.

THE CONDITION OF THIS OBLIGATION IS SUCH that is the above-bounded Principal, his or heirs, executors, administrators, successors or assigns, shall in all thing stand to and abide by and well and truly keep and perform, the covenants, conditions and agreements in the said contract and any alteration thereof made as therein provided, on his or their part, to be kept and performed at the times and in the manner therein specified, and in all respects according to their true intent and meaning, and shall indemnify and save harmless the College, its officers and agents, as therein stipulated, then this obligation shall become null and void, otherwise, it shall be and remain in full force and virtue.

And the said Surety, for value received, hereby stipulated and agrees that no change, extension of time, alteration or addition to the terms of the contract or the work t be performed thereunder, or the specifications accompanying the same, shall in any way affect its obligation on this bond, and it does hereby waive notice of any such change, extension of time, alteration or addition to the terms of the contract, or to the work, or to the specifications.

In the event suit is brought upon this bound by the College and judgment is recovered, the Surety shall pay all costs incurred by the College in such suit, including a reasonable attorney's fee to be fixed by the court.

IN WITNESS WHEREOF, this instrument has been duly executed by the Principal and Surety above-named, on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
Principal

By \_\_\_\_\_

\_\_\_\_\_  
Surety

By \_\_\_\_\_  
Attorney-in-Fact

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

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

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

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

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

This form is **MANDATORY** and must be completed, signed, and returned with the vendor's bid.

## **ACKNOWLEDGMENT OF CONTRACT COMPLIANCE NOTIFICATION TO BIDDERS**

INSTRUCTION: Bidder must sign acknowledgment below, and return this form to the awarding agency with the bid proposal.

The undersigned duly authorized representative of the bidding vendor acknowledges receiving and reading a copy of the **NOTIFICATION TO BIDDERS**. *(Please print name under signature line.)*

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

**On behalf of:**

\_\_\_\_\_  
Vendor Name

\_\_\_\_\_  
Street Address

\_\_\_\_\_  
City

\_\_\_\_\_  
State

\_\_\_\_\_  
Zip

\_\_\_\_\_  
Federal Employee Identification Number  
(FEIN/SSN)

This form is **MANDATORY** and must be completed, signed, and returned with the vendor's bid

## INSTRUCTIONS AND OTHER INFORMATION

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

1) Definition of Small Contractor

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

2) Description of Job Categories (as used in Part IV Bidder Employment Information)

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

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

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

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

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

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

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

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

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

### 3) Definition of Racial and Ethnic Terms (as used in Part IV Bidder Employment Information)

White (not of Hispanic Origin)- All persons having origins in any of the original peoples of Europe, North Africa, or the Middle East.

Black(not of Hispanic Origin)- All persons having origins in any of the Black racial groups of Africa.

Hispanic- All persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race.

Asian or Pacific Islander- All persons having origins in any of the original peoples of the Far East, Southeast Asia, the Indian subcontinent, or the Pacific Islands. This area includes China, India, Japan, Korea, the Philippine Islands, and Samoa.

American Indian or Alaskan Native- All persons having origins in any of the original peoples of North America, and who maintain cultural identification through tribal affiliation or community recognition.





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

PART V - Bidder Hiring and Recruitment Practices

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

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

(Signature)	(Title)	(Date Signed)	(Telephone)
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