ADDENDUM #1
29 February 2008

DUE DATE: 14 March 2008
TIME: 2:00 p.m.
PROJECT: REQUEST FOR TECHNICAL PROPOSALS FOR PROJECT MANAGEMENT (PMO), CONSTRUCTION INSPECTION / OWNER'S REPRESENTATIVE SERVICES
LOCATION: University of Connecticut
Capital Projects & Contract Administration
31 LeDoyt Road
Storrs, CT
Attn: Jeff Reynolds

NOTE: The RFQ Due Date Has Been Extended to Friday, 14 March 2008

Please note the following information must be incorporated into your bid proposal for the PROJECT MANAGEMENT (PMO), CONSTRUCTION INSPECTION / OWNER'S REPRESENTATIVE SERVICES PROGRAM.

1. The University of Connecticut’s Proposal Due Date Has Been Extended to Friday, 14 March 2008.

The University of Connecticut’s Proposal Submission Requirements:

➢ All awards must be approved by The University of Connecticut. All firm’s shall be required to execute The University of Connecticut’s standard On-Call Contract without exception.
➢ All submittals must include fully executed affidavits and forms as required in the RFP.
➢ After review of all factors, terms and conditions, including rates, The University of Connecticut reserves the right to reject any and all proposals, or any part thereof, or waive defects in same, or accept any proposal deemed to be in the best interest of The University of Connecticut.

The University of Connecticut

_____________________________
Jeff Reynolds
Director, Capital Projects and Contract Administration
UNIVERSITY OF CONNECTICUT
REQUEST FOR PROPOSAL

PROJECT MANAGEMENT (PMO), CONSTRUCTION INSPECTION / OWNER'S REPRESENTATIVE SERVICES

PURPOSE: The purpose of this request for proposal (RFP) is to establish On-Call Contracts with technically qualified professional services firms and obtain the technical services as described below and further defined in the RFP. The estimated duration of the assignment is for the period of time of contract execution to 30 June 2013. The University reserves the right to extend or reduce the assignment as in the best interest of the University.

PROGRAM DESCRIPTION:
Provide project management oversight, construction inspection, owner’s representation support to the University for Projects / Programs as assigned. Responsibilities may include project oversight and management for pre-construction, construction administration and construction activities, coordination of building inspections, scheduling, estimating, documenting and reporting. Provide technical assistance in budget development and documentation. Provide written reports as required for each project/program/assignment. Pre-inspect work completed for quality assurance and schedule building inspections as required. Maintain physical and electronic files for all project documents.

The assignment involves the successful professional services firm providing technical expertise and support in Project Management Oversight, Construction Inspection and / or Owner’s Representative Services for projects at the University of CT through a competitive solicitation to those firms awarded an On-Call Contract with the University. The positions will report directly to the Associate Vice President or his/her designee. Assignments will be at the Storrs campus, Regional campuses, or the University of CT Health Center in Farmington, CT.

The University shall determine the appropriate method for soliciting cost proposals for individual assignments / projects. The University reserves the right to reduce or extend the assignments as best fit the interests of the University. Each firm shall submit resumes for the proposed personnel for each RFP / Assignment issued by the University, along with their availability dates that shall also include: experience, past clients, past assignments, certifications, education, etc., for each RFP issued under this assignment.

To view the complete RFP (Including Scope of Work, Responsibilities, Schedule, Technical Proposal, and Consideration of Proposals), please visit our web site at http://www.cpca.uconn.edu/.

The University reserves the right to reject any or all Proposals, in whole or in part, to award any item, group of items, or the total Proposal, to waive any informality or technical defects, or otherwise proceed under Connecticut General Statutes Sections 10a-109a through 10a-109y in accordance with University procedures and guidelines if it is deemed to be in the best interests of the University. The successful firm and assigned personnel will be subject to the State of CT Code of Ethics and University of Connecticut Ethics Policies including but not limited to, C.G.S. Sec.1-86e

Firms who wish to be considered for this service should submit four (4) copies of their proposal response in writing to Jeff Reynolds, Director Capital Projects and Contract Administration, 31 LeDoyt Road, Storrs, CT, 06269. The submittal should also include general information on the entities capabilities, history, and references from clients where similar services and detailed answers to the questions posted by the selection criteria herein and were performed.

Proposals are due by 2:00 p.m. EST on Tuesday, 4 March 2008.
The University of Connecticut

REQUEST FOR TECHNICAL PROPOSALS

PROJECT MANAGEMENT (PMO), CONSTRUCTION INSPECTION / OWNER’S REPRESENTATIVE SERVICES

Issued date
19 February 2008

Proposal Due Date:
4 March 2008
2:00 p.m.

Issued By: Jeffrey Reynolds, Director
Capital Project and Contract Administration
31 Ledoyt Road Unit 3047
Storrs, CT 06269-3047
Phone: (860) 486-1661
Fax: (860) 486-1953
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Attachments  Request for Information Form

REQUIRED FORMS AND INSTRUCTION:

The following forms **must** accompany the proposal to be considered complete and compliant:

- Technical Proposal
- References
- Resumes
- All Inclusive Hourly Rates
- Bidder Contract Compliance Monitoring Report
- Gift Affidavit – Form 1
- Consulting Affidavit – Form 5
- SEEC Form 10
- Affirmation of receipt of State Ethics Laws Summary – Form 6
- Non-Discrimination Certification

All firms who are deemed technically qualified as specified herein, after a thorough analysis by the University, shall be required to execute the University of Connecticut’s Standard **On-Call Contract without exception.**
SECTION 1

Purpose:

The University of Connecticut is soliciting the services of qualified firms to perform Project Management Oversight (PMO) / Construction Inspection / Owners Representative Services.

Program Description:

Provide project management oversight, construction inspection, owner’s representation support to the University for Projects / Programs as assigned. Responsibilities may include project oversight and management for pre-construction, construction administration and construction activities, coordination of building inspections, scheduling, estimating, documenting and reporting. Provide technical assistance in budget development and documentation. Provide written reports as required for each project/program/assignment. Pre-inspect work completed for quality assurance and schedule building inspections as required. Maintain physical and electronic files for all project documents.

The assignment involves the successful professional services firm providing technical expertise and support in Project Management Oversight, Construction Inspection and / or Owner’s Representative Services for projects at the University of CT through a competitive solicitation to those firms awarded an On-Call Contract with the University. The positions will report directly to the Associate Vice President or his/her designee. Assignments will be at the Storrs campus, Regional campuses, or the University of CT Health Center in Farmington, CT.

The University shall determine the appropriate method for soliciting cost proposals for individual assignments / projects. The University reserves the right to reduce or extend the assignments as best fit the interests of the University. Each firm shall submit resumes for the proposed personnel for each RFP / Assignment issued by the University, along with their availability dates that shall also include: experience, past clients, past assignments, certifications, education, etc., for each RFP issued under this assignment.

Construction Inspection/Owners Representative PMO Services – Scope of Work

Duties and Responsibilities may include:

1. Perform field quality control inspections.
2. Determine, document and manage required code related inspection/re-inspection with University Department of Environmental and Public Safety Building Inspector and Fire Marshal and Contractor/Subcontractor
3. Coordinate with contractor to determine readiness of portion(s) of work to be inspected for code compliance; perform pre-inspections and; request inspection from University Department of Public and Environmental Safety Building and Fire Officials.
4. Coordinate Code and quality assurance inspections with Contractor and DPES.
5. Coordinate testing agencies for all Quality Control required tests and inspections.
6. Maintain reports of all tests, inspections and re-inspections required for code compliance and project quality assurance quality control requirements.
7. Prepare and maintain daily project inspection reports.
8. Coordinate with University Departments for site access and security.
9. Coordinate with University Environmental Health and Safety Department and monitor site safety in accordance with University Environmental Safety Requirements.
10. Coordinate with University Site Safety Inspection Consultant to ensure all safety recommendations require by said consultants are implemented in accordance with consultants field inspection report are implemented by contractor(s).
11. Attend and monitor project meetings acting as owners representative
12. Maintain currency of university project tracking documents as related to quality control; quality assurance and code inspections and progress of work.
13. Monitor and document contractor performance, including project schedule and budget.
14. Evaluate pricing and validity for all change orders.
15. Coordinate with design professionals.
17. Document construction activities to code officials.
18. Ensure that construction activities comply with construction documents.
19. Monitor wage rate compliance.
20. Analyze and make recommendations to owner on any issue which has the potential to impact project cost and/or schedule.
21. Ensure all code required certifications are completed by design professionals and contractors as required by codes and contract.
22. Ensure all project closeout documentation is received and complies with contract requirements
23. Review and recommend approval of requests for payment
24. Coordinate utility shutdowns with other contractors and University Departments.
25. Take weekly progress photographs.
26. Prepare weekly project report on a project by project basis to include budget analysis schedule analysis and risks analysis/assessment
27. Construction administration duties.
28. Assess project requirements
29. Develop cost estimates
30. Develop and maintain project schedules
31. Develop scopes of work for design and / or construction.
32. Coordinate and obtain approval of scopes of work from applicable code officials.
33. Coordinate design in order to obtain all necessary approvals
34. Coordination with code officials to obtain approvals or modifications as required.
35. Acts as owners representative
36. Coordinate testing agencies in order to perform required tests
37. Document deficiencies
38. Monitor and document contractor performance
39. Evaluate pricing and validity for all change order proposals
40. Monitor and report on construction budget
41. Review and monitor construction progress schedules
42. Monitor and review submittal process
43. Coordinate with Design Professionals
44. Monitor contractor workplace safety
45. Document construction activities to code enforcement officials
46. Ensure that construction activities satisfy design intent
47. Participate in dispute resolution process
48. Other duties as required to complete the intent of this RFP
SECTION II

PROPOSAL PROCESS:

Interested firms are required to submit proposals in the following format:

This Quality based selection (QBS) will be a two part process. The first part will be the evaluation of all Technical (Qualifications & Experience) Proposals with the intent of developing a list of technically qualified firms that possess the type of experience as detailed within this QBS document.

Part One – Qualification/Experience

In a sealed envelope, each firm is required to submit the following information and material on your Firm’s Qualifications and Experience and All Inclusive Hourly Rates of your Firm’s Personnel:

QUALIFICATIONS:

The Professional Services Firm’s shall provide evidence of firm experience as well as personnel assigned to this engagement that meets the following requirements:

- Experience with similar assignments
- Availability and use of project management technology
- Approach to the proposed assignment
- Location of local or office nearest to the assignment
- Number of personnel and classification at designated office
- Proposed personnel and confirmation of availability
- Current resumes of proposed personnel
- Construction Administration, Project Management Oversight, Construction Inspection, Owners Representative Procedures
- Past performance of similar assignments in a University environment
- Proven record of performance of similar duties on multiple project sites
- References from similar past assignments
- Assignment philosophy and approach

Note - The University may choose to interview firms as part of the qualification / selection process, however, the proposer should not assume that this will be done. The technical proposal shall be “stand alone” document and may be the sole basis of selection. The University reserves the right to award the project based on the qualifications submittal or what best serves the needs of the University.

The technical proposal shall also include the firm names for any sub-consultants proposed for this assignment. Individual resumes need not be provided, but firm experience with the prime consultant and with successful projects should be highlighted as necessary.
Part One (Continued) – All Inclusive Hourly Rates

The University will provide office space, desks, copiers, office supplies and telecommunications equipment. The successful Professional Services Firm shall be responsible for providing computer equipment and support compatible with the University computing environment.

The proposed assignment hourly rate for any individual shall be based on an all inclusive price per hour. As noted herein, the Owner shall furnish all non labor supplies, equipment and communication with the exception of computer equipment and related printers. The Owner will not pay or reimburse the Professional Services Firm for any costs or expenses that are not included in the requested hourly rate. Each firm shall submit a detailed breakdown of all costs included in the proposed hourly rates.

The Owner will require an assignment management review at least every 30 days on each individual assignment that is awarded and contracted under this program. The Professional Services Firm will be provided with 30 days written notice regarding any changes in the assignment and any requirement to change, increase or reduce personnel.

The successful Professional Services Firm will be expected to develop and submit, for Owner review, acceptance and approval, a written task letter agreement covering the scope, cost, terms and conditions regarding the proposed assignment.

Proposed all inclusive hourly rates include but are not limited to: base salary, fringe and other benefits, insurance, taxes, miscellaneous personnel expenses, meals, travel, travel time, training, holidays, sickness, medical, lost time, miscellaneous absences, general and corporate supervision and management expenses, overhead charges or expenses, legal costs and accounting costs.

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Part Two – Competitive Solicitation of Projects within Assignment

The second part of the process will involve, as the University deems necessary and needs for these services as described herein arise, the University shall issue a Request for Proposal to all Firm’s that have a fully executed and active On-Call Contract for the services described herein, for a specific program, project, or need, that will include but not be limited to the following:

1. Description of Assignment
2. Requirements of Assignment (i.e. PMO, Construction Inspection Services, Owner’s Representative Services)
3. Duration of Assignment
4. Specific Scope of Work / Scope of Services
5. Number of proposed personnel to be engaged / required for assignment
6. Universities evaluation of proposed personnel
7. Format in which the University seeks cost proposals (i.e. Lump Sum, Hourly Rate, etc.)

Contract Term

The term of this contract shall commence with the date this contract was entered into and shall expire on 30 June 2013.

Contract Value

The maximum total cumulative fee allowed the Professional Services Firm under this contract shall not exceed **One Million Five Hundred Thousand Dollars ($1,500,000)**.

On-Call Contract Terms and Conditions

Reference the University of Connecticut Contract for On-Call Project Management Oversight (PMO), Construction Inspection, and Owner’s Representative Services for Terms and Conditions. All firms shall be required to execute the University of Connecticut’s Standard On-Call Contract without exception.

NOTE: The successful firm and assigned personnel will be subject to the State of CT Code of Ethics and University of Connecticut Ethics Policies including but not limited to, C.G.S. Sec.1-86e as follows:

**Sec. 1-86e. Consultants and independent contractors. Prohibited activities.** (a) No person hired by the state as a consultant or independent contractor shall:

1. Use the authority provided to the person under the contract, or any confidential information acquired in the performance of the contract, to obtain financial gain for the person, an employee of the person or a member of the immediate family of any such person or employee;

2. Accept another state contract which would impair the independent judgment of the person in the performance of the existing contract; or

3. Accept anything of value based on an understanding that the actions of the person on behalf of the state would be influenced.

(b) No person shall give anything of value to a person hired by the state as a consultant or independent contractor based on an understanding that the actions of the consultant or independent contractor on behalf of the state would be influenced.

Subsequently, the successful firm shall be prohibited from bidding of work at the University for a period of twelve (12) months from completion of assignment as described herein.
SECTION III

EVALUATION PROCESS:

The award of an agreement (University of CT Standard On-Call Contract) to this RFP will be based upon a comprehensive review, analysis of the Technical Submittal which best meets the needs of the University.

All proposals will be evaluated by a committee, which will use the specific evaluation criteria listed below with the University reserving the right to base award on proposal presentation and subsequent interviews (if deemed necessary).

The University also reserves the right to reject any or all proposals, in whole or in part, to award any item, group of items, or the total Proposal, to waive any informality or technical defects, or otherwise proceed under Connecticut General Statutes Sections 10a-109a through 10a-109y in accordance with University procedures and guidelines if it is deemed to be in the best interests of the University.

The Professional Services Firm’s shall provide evidence of firm experience as well as personnel assigned to this engagement that meets the following requirements:

a. Experience with similar assignments.
b. Availability and use of project management technology
c. Approach to the proposed assignment
d. Location of local or office nearest to the assignment
e. Number of personnel and classification at designated office
f. Proposed personnel and confirmation of availability
g. Current resumes of proposed personnel
h. Construction Administration, Project Management Oversight, Construction Inspection, Owners Representative Procedures
i. Past performance of similar assignments in a University environment
j. Proven record of performance of similar duties on multiple project sites
k. References from similar past assignments
l. Assignment philosophy and approach
SECTION IV

Receipt of Proposals and Estimated Timetable:

Receipt of Proposals

All inquiries relative to the conditions and specifications listed herein as well as clarification of any information contained in this Request for Proposal must be made to:

Jeffrey Reynolds, Director
Capital Projects & Contract Administration
31 Ledoyt Road Unit 3047
Jeffrey.reynolds@uconn.edu
Storrs, CT 06269-3047
Phone: (860) 486-1661
Fax: (860) 486-1953

All requests for clarification must be in writing seven (7) days before the proposal due date and submitted on the request for information form attached. Subsequently, the University’s response to any request for clarification, together with a copy of the written request, will be provided contemporaneously by the University to all known parties receiving this RFP. Responses to all written requests will also be posted on the University Office of Capital Projects and Contract Administration website: http://www.CPCA.uconn.edu as well as the DAS website at http://www.das.state.ct.us/Purchase/Portal/Portal_Home.asp.

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

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

Requests for clarification by the University

The University may request that any proposer clarify or supplement any information contained in any analysis of water systems conservation opportunities proposal. Proposers are required to provide a written response within five (5) business days, or sooner, of receipt of any request for clarification by the University.
Submission Format/Receipt of Proposal

An original and four (4) copies of TECHNICAL PROPOSAL PACKAGE must be submitted in a sealed envelope and must be sent to:

Jeffrey Reynolds, Director  
Capital Projects & Contract Administration  
31 Ledoyt Road Unit 3047  
Storrs, CT 06269-3047  
Phone: (860) 486-1661  
Fax: (860) 486-1953

On or before 2 p.m. Local time on Tuesday, 4 March 2008

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

All proposals must be submitted in three ring binders within a sealed envelope or box and labeled as noted above. No responsibility will be attached to any person for the premature opening of any proposal that is not properly identified.

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

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

Informal Communications:

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

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

b) Requests from any department at the University, or any employee of the University for information, comments, speculations, etc.
Formal Communications:

From the date of receipt of this Request for Proposal by each proposer until a binding contractual agreement exists, as noted above, communications between the University and the Proposers will be formal. Formal communications shall include but not be limited to:

   a) Oral Presentations, if required

Estimated Timetable:

The following schedule will apply to this RFP:

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<tr>
<td>Closing Date for Inquiries</td>
<td>28 February 2008</td>
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<td>Submission of RFP due</td>
<td>4 March 2008</td>
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<tr>
<td>Oral Presentations, if necessary</td>
<td>Week of 11 March 2008</td>
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<tr>
<td>Anticipated Award Date</td>
<td>Week of 18 March 2008</td>
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This timetable is tentative and subject to change. Any questions or concerns about the timetable should be communicated in writing immediately upon receipt of this RFP. Failure to meet the delivery dates as outlined above may be basis for disqualification of your proposal.

The complete response to this RFP **must** include:

- Checklist
  - Bidder Contract Compliance Monitoring Report
  - Gift Affidavit – Form 1
  - Consulting Affidavit – Form 5
  - Affirmation of receipt of State Ethics Laws summary – Form 6
  - SEEC form 10
  - Non-Discrimination Certification
  - Technical Proposal
  - References
SECTION V

GENERAL TERMS AND CONDITIONS

Each firm, by submitting a proposal, represents that the firm has:

A. Read and completely understood the RFP documents and attachments thereto.

B. Is familiar with the conditions under which services would be provided, including availability and cost of materials, equipment and personnel.

**Additional information related to Receipt of Proposals**

A. Any proposal received after the time and date specified for receipt of proposals shall not be considered and shall be returned unopened via regular mail.

C. Each respondent shall be solely responsible for the delivery of his or her proposal to the University at the place and before the time as specified above.

D. Unless otherwise noted in this document, all materials submitted in response to this RFP shall become the property of the University of Connecticut upon delivery and are to be appended to any formal documentation, which would further define or expand the contractual relationship between the University and the respondent.

E. The University reserves the right to reject any or all proposals submitted for consideration in whole or in part; and to waive technical defects, irregularities or omissions, if, in its judgment, the best interest of the University would be served thereby. Non-acceptance of a proposal shall mean that another proposal was deemed more advantageous to the University, or that all proposals were rejected. Firms whose proposals are not accepted shall be notified, upon request, after a binding contractual agreement between the University and the selected respondent exists, or after the University has rejected all proposals.

F. A respondent shall promptly notify the University of any ambiguity, inconsistency, or error, which they may discover upon examination of the proposal documents.

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

A. Proposals shall include an exact copy of the "Form of Proposal" included within these documents. All applicable blank spaces shall be filled in, typewritten or in ink, and amounts shall be written in both words and figures. If there is a discrepancy between the words and the figures, the amount shown in words shall be deemed correct.

B. Respondents shall provide a written, itemized list of any exceptions to this RFP with their proposal.

C. Proposals shall indicate the full name of the respondent submitting the proposal and shall bear the signature of the principal duly authorized to execute contracts on behalf of the Respondent. The name of each person signing the proposal shall be typed or printed below the signature. Further, all required documents as noted further in this document shall also be signed by the principal duly authorized to make such determination for the firm.

D. All erasures or corrections shall be initialed by the person(s) signing the proposal.

E. The terms and provisions of this RFP and any contract resulting from this RFP shall be construed in accordance with the laws of the State of Connecticut. All deliveries hereunder shall comply in every respect with all applicable laws of the Federal Government and/or State of Connecticut.

F. Any interpretation, correction, or change to this RFP shall be made by a written addendum to this contract. Interpretations, corrections or changes to the RFP made in any other manner shall not be binding and respondents shall not rely upon such interpretations, corrections or changes. Any changes or corrections shall be issued by Capital Projects Department. Questions regarding this RFP shall be submitted in writing and directed to:

**Jeffrey Reynolds, Director**
Capital Projects & Contract Administration
31 Ledoyt Road Unit 3047
Storrs, CT 06269-3047
Phone: (860) 486-1661
Fax: (860) 486-1953

G. Addenda - All addenda shall be mailed or delivered to all who are known to have received the RFP and posted on the websites previously cited. No addenda shall be issued later than seven (7) days prior to the date for receipt of proposals except an addendum, if necessary, postponing the date for receipt of proposals or withdrawing the RFP. Proposers who download the bid from one of the websites noted herein are encouraged to check the website(s) regularly to determine whether any addenda have been issued.
Submittal of Proposals

A. No oral, telephonic proposals will be accepted. If a proposal is sent by mail, allowance should be made for the time required for such transmission. The officer whose duty it is to open proposals shall decide when the specified time has arrived and no proposal received thereafter will be considered.

Modifications or Withdrawal of Proposals Will Be Executed As Follows:

A. A proposal shall not be modified, withdrawn or canceled by the respondent for a ninety (90) day period following the time and date assigned for the receipt of proposals as specified in paragraph 6.3 above and the respondent so agrees in submitting a proposal.

B. Prior to the time and date assigned for receipt, proposals submitted early shall be modified or withdrawn only by written notice to the University prior to the designated date and time for receipt of proposals as provided in paragraph 6.3 above.

C. Withdrawn proposals may be submitted up to the time designated for receipt of proposals provided they are then fully in conformance with these terms and conditions.

Formation of Agreement

A. The response to this RFP will be considered an offer to contract. At its option, the University may take either one of the following actions in order to form an agreement between the University and the selected respondent:

- Firms shall be required to execute the University of Connecticut Standard On-Call Contract without exception.

- Accept a proposal as written by issuing a written "Notice of Award" to the selected respondent which refers to this RFP and accepts the proposal as submitted; or

- Enter into negotiations with one or more respondents in an effort to reach a mutually satisfactory agreement that will be executed by both parties and will be based on this RFP, the proposal submitted by the selected respondent and the negotiations concerning these.

B. While in determining the “most responsive proposal” in compliance with the University’s requirements, the proposer’s proposed fee and services costs are important considerations, they are not the sole considerations. Factors pertinent to the Project for which Proposals have been solicited, as set forth in this and the other Proposal Documents and documents issued by the University as part of the RFP process describing the nature and requirements of the Project and the University’s expectations of the Professional Services Firm, will be considered, including but not limited to, the relative qualifications of the proposed team, the proposed staffing and work plan for performing the Contract, the proposed schedule and proposer’s ability to complete the Project in accordance with the Contract Documents, and other criteria set forth in the Proposal and Contract Documents. Considering all such factors as noted above, the University will evaluate the Proposals and award the Contract to the proposer who
the University determines, in its sole discretion, best meets the criteria as described herein and will best serve the interests of the University of Connecticut.

D. The contract, when duly executed, shall represent the entire agreement between the parties.

**Presentations/Interview**
Potential firms may be asked to discuss their written responses to this document at a presentation at the Storrs campus on date(s) mutually agreed upon between the firm and the University. If a firm is requested to make a presentation, the firm will make the necessary arrangements and bear any costs associated with the demonstration. Presentations will be by scheduled appointment only by the Capital Projects Department.

**Qualifications of Firm**
A. Proposals will be considered only from those firms or persons with a demonstrated and substantial history of experience in successfully providing the services in the areas identified in this RFP whose requirements are similar in size and scope to those of the University. Preference will be given to firms with such confirmed experience.
B. Prospective firms must be prepared to provide any evidence of experience, performance ability and/or financial surety the University deems necessary to fully establish the performance capabilities represented in their proposal.
C. The University will reject the proposal of any firm and void any award resulting from this RFP to any firm who makes any material misrepresentation in their proposal.

**Assignment**
Any contract resulting from this RFP may not be assigned or transferred without the prior written consent of both parties.

Proposals submitted by firms under “joint venture” arrangements or other multi-party agreements must submit a power of attorney delegating authority to one principal with authority to negotiate and execute any/all contract documents resulting from negotiations and/or award of this RFP.
Executive Orders of the Governor:

A. Any Agreement subsequent to this RFP is subject to the provisions of Executive Order No. 3 of Governor Thomas J. Meskill promulgated June 16, 1971, and as such, resulting Agreement may be cancelled, terminated or suspended by the state labor commissioner for violation of or noncompliance with said Executive Order No. Three, or any state or federal law concerning nondiscrimination, notwithstanding that the labor commissioner is not a party to said contract. The Parties to such Agreement, as part of the consideration hereof, agree that said Executive Order No. Three is incorporated herein by reference and made a part hereof. The Parties agree to abide by said Executive Order and agree that the state labor commissioner shall have continuing jurisdiction in respect to contract performance in regard to nondiscrimination, until the contract is completed or terminated prior to completion. The CONTRACTOR agrees, as part consideration hereof, that said Agreement will be subject to the Guidelines and Rules issued by the state labor commissioner to implement Executive Order No. Three, and that it will not discriminate in its employment practices or policies, will file all reports as required, and will fully cooperate with the State of Connecticut and the state labor commissioner.

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

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

(a) The CONTRACTOR shall prohibit employees from bringing into the state work site, except as may be required as a condition of employment, any weapon or dangerous instruments as defined in (b) below.

(b) Weapon means any firearm, including a BB gun, whether loaded or unloaded, any knife (excluding a small pen or pocket knife), including a switchblade or other knife having an automatic spring release device, a stiletto, any police baton or nightstick or any martial arts weapon or electronic defense weapon.

Dangerous instrument means any instrument, article, or substance that, under the circumstances, is capable of causing death or serious physical injury.

(c) The CONTRACTOR shall prohibit employees from attempting to use, or threaten to use, any such weapon or dangerous instrument in the state work
site and employees shall be prohibited from causing, or threatening to cause, physical injury or death to any individual in the state work site.

(d) The CONTRACTOR shall adopt the above prohibitions as work rules, violations of which shall subject the employee to disciplinary action up to and including discharge. The CONTRACTOR shall insure and require that all employees are aware of such work rules.

(e) The CONTRACTOR agrees that any subcontract it enters into in furtherance of the work to be performed hereunder shall contain provisions (a) through (d) of this Section.

D. Any Agreement subsequent to this RFP is subject to Executive Order No. 7C of Governor M.Jodi Rell, promulgated on November 16, 2005. The Parties to said Agreement, as part of the consideration hereof, agree that:

(a) The State Contracting Standards Board (“the Board”) may review any subsequent Agreement or Contract and recommend to the state contracting agency termination of the contract for cause. The state contracting agency shall consider the recommendations and act as required or permitted in accordance with the contract and applicable law. The Board shall provide the results of its review, together with its recommendations, to the state contracting agency and any other affected party in accordance with the notice provisions in the contract no later than fifteen (15) days after the Board finalizes its recommendation. For the purposes of this Section, “for cause” means:

(1) a violation of the State Ethics Code (Conn. Gen. Stat. Chapter 10) or Section 4A-100 of the Conn. Gen. Statutes, or
(2) wanton or reckless disregard of any state contracting and procurement process by any person substantially involved in such contract or state contracting agency.

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

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

In light of recent executive and legislative changes to Connecticut’s state contracting requirements, the Office of Policy and Management (“OPM”) has updated its contracting affidavits, certifications and affirmations. Pursuant to Conn. Gen. Stat. §§ 4-250 and 251, and Governor M. Jodi Rell’s Executive Order No. 1, para 8, Large State Contracts between the State of Connecticut and private entities are required to be accompanied by an Agency Certification and the appropriate Gift/Campaign Contribution Affidavits. Subsequently, Governor M. Jodi Rell’s Executive Order No. 7B (see Sec 6.7), modified the contract thresholds provided in Conn. Gen. Stat. §§4-250 and 251 for all procurements with a value of $50,000 or more in a calendar or fiscal year.

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

Therefore, all state contracts that meet the requirements provided in the aforementioned decrees shall be accompanied by all appropriate affidavits, certification and affirmations. **These mandatory affidavits can be found at:** [http://www.opm.state.ct.us/policies.htm#Office Secretary](http://www.opm.state.ct.us/policies.htm#Office Secretary), scrolling to the Section entitled “Office of the Secretary”. They can be completed online, printed and submitted with the bid response.

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

- “Gift Affidavit” – Form 1
- “Consulting Affidavit” – Form 5
- “SEEC” - Form 10 - Attached
- “Acknowledgement of Receipt of Summary of State Ethics Laws” – Form 6

**State Elections Enforcement Commission (SEEC) Requirements**

With regard to a State contract as defined in P.A. 07-1 having a value in a calendar year of $50,000 or more or a combination or series of such agreements or contracts having a value of $100,000 or more, the authorized signatory to this submission in response to the State’s solicitation expressly acknowledges receipt of the State Elections Enforcement Commission’s notice advising prospective state contractors of state campaign contribution and solicitation prohibitions, and will inform its principals of the contents of the notice. See SEEC Form 11 in page 32 of this bid solicitation.
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.
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.
### 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, ground 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)

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

### PART I - Bidder Information

<table>
<thead>
<tr>
<th>Company Name</th>
<th>Bidder Federal Employer Identification Number __________________________</th>
</tr>
</thead>
<tbody>
<tr>
<td>Street Address</td>
<td>Or</td>
</tr>
<tr>
<td>City &amp; State</td>
<td>Social Security Number __________________________</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Bidder Identification</th>
<th>Major Business Activity (brief description)</th>
</tr>
</thead>
<tbody>
<tr>
<td>(response optional/definitions on page 1)</td>
<td>- Bidder is a small contractor. Yes__ No__</td>
</tr>
<tr>
<td>- Bidder is a minority business enterprise Yes__ No__ (If yes, check ownership category)</td>
<td>Black___ Hispanic___ Asian American___ American Indian/Alaskan Native___ Iberian Peninsula___ Individual(s) with a Physical Disability___ Female___</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Bidder Parent Company</th>
<th>Bidder is certified as above by State of CT Yes__ No__</th>
</tr>
</thead>
<tbody>
<tr>
<td>(If any)</td>
<td>- DAS Certification Number __________________________</td>
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<tr>
<th>Other Locations in Ct.</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>(If any)</td>
<td></td>
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</tbody>
</table>

### PART II - Bidder Nondiscrimination Policies and Procedures

1. Does your company have a written Affirmative Action/Equal Employment Opportunity statement posted on company bulletin boards? Yes__ No__

2. Does your company have the state-mandated sexual harassment prevention in the workplace policy posted on company bulletin boards? Yes__ No__

3. Do you notify all recruitment sources in writing of your company’s Affirmative Action/Equal Employment Opportunity employment policy? Yes__ No__

4. Do your company advertisements contain a written statement that you are an Affirmative Action/Equal Opportunity Employer? Yes__ No__

5. Do you notify the Ct. State Employment Service of all employment openings with your company? Yes__ No__

6. Does your company have a collective bargaining agreement with workers? Yes__ No__

6a. If yes, do the collective bargaining agreements contain non-discrimination clauses covering all workers? Yes__ No__

6b. Have you notified each union in writing of your commitments under the nondiscrimination requirements of contracts with the state of Ct? Yes__ No__

7. Do all of your company contracts and purchase orders contain non-discrimination statements as required by Sections 4a-60 & 4a-60a Conn. Gen. Stat.? Yes__ No__

8. Do you, upon request, provide reasonable accommodation to employees, or applicants for employment, who have physical or mental disability? Yes__ No__

9. Does your company have a mandatory retirement age for all employees? Yes__ No__

10. If your company has 50 or more employees, have you provided at least two (2) hours of sexual harassment training to all of your supervisors? Yes__ No__ NA__

11. If your company has apprenticeship programs, do they meet the Affirmative Action/Equal Employment Opportunity requirements of the apprenticeship standards of the Ct. Dept. of Labor? Yes__ No__ NA__

12. Does your company have a written affirmative action Plan? Yes__ No__

   If no, please explain.

13. Is there a person in your company who is responsible for equal employment opportunity? Yes__ No__

   If yes, give name and phone number.

### Part III - Bidder Subcontracting Practices

1. Will the work of this contract include subcontractors or suppliers? Yes__ No__

   1a. If yes, please list all subcontractors and suppliers and report if they are a small contractor and/or a minority business enterprise. (defined on page 1 / additional sheet if necessary)

   1b. Will the work of this contract require additional subcontractors or suppliers other than those identified in 1a. above? Yes__ No__
# PART IV - Bidder Employment Information

<table>
<thead>
<tr>
<th>JOB CATEGORY</th>
<th>MANAGEMENT</th>
<th>BUSINESS &amp; FINANCIAL OPS</th>
<th>COMPUTER SPECIALISTS</th>
<th>ARCHITECTURE/ENGINEERING</th>
<th>OFFICE &amp; ADMIN SUPPORT</th>
<th>BLDG/ GROUNDS CLEANING/MAINTENANCE</th>
<th>CONSTRUCTION &amp; EX extr</th>
<th>INSTALLATION, MAINTENANCE &amp; REPAIR</th>
<th>MATERIAL MOVING WORKERS</th>
<th>TOTALS ABOVE</th>
<th>TOTALS ABOVE</th>
<th>FORMAL ON THE JOB TRAINEES</th>
<th>TOTALS ABOVE</th>
</tr>
</thead>
<tbody>
<tr>
<td>OVERALL TOTALS</td>
<td>Male</td>
<td>Female</td>
<td>Male</td>
<td>Female</td>
<td>Male</td>
<td>Female</td>
<td>Male</td>
<td>Female</td>
<td>Male</td>
<td>Female</td>
<td>Male</td>
<td>Female</td>
<td>Male</td>
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<tr>
<td>WHITE (not of Hispanic origin)</td>
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<td>BLACK (not of Hispanic origin)</td>
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<td>HISPANIC</td>
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<td>ASIAN or PACIFIC ISLANDER</td>
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<tr>
<td>AMERICAN INDIAN or ALASKAN NATIVE</td>
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</tbody>
</table>

Date: (Page 4)

# 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)

<table>
<thead>
<tr>
<th>SOURCE</th>
<th>YES</th>
<th>NO</th>
<th>% of applicants provided by source</th>
</tr>
</thead>
<tbody>
<tr>
<td>State Employment Service</td>
<td></td>
<td></td>
<td>Work Experience</td>
</tr>
<tr>
<td>Private Employment Agencies</td>
<td></td>
<td></td>
<td>Ability to Speak or Write English</td>
</tr>
<tr>
<td>Schools and Colleges</td>
<td></td>
<td></td>
<td>Written Tests</td>
</tr>
<tr>
<td>Newspaper Advertisement</td>
<td></td>
<td></td>
<td>High School Diploma</td>
</tr>
<tr>
<td>Walk Ins</td>
<td></td>
<td></td>
<td>College Degree</td>
</tr>
<tr>
<td>Present Employees</td>
<td></td>
<td></td>
<td>Union Membership</td>
</tr>
<tr>
<td>Labor Organizations</td>
<td></td>
<td></td>
<td>Personal Recommendation</td>
</tr>
<tr>
<td>Minority/Community Organizations</td>
<td></td>
<td></td>
<td>Height or Weight</td>
</tr>
<tr>
<td>Others (please identify)</td>
<td></td>
<td></td>
<td>Car Ownership</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Arrest Record</td>
</tr>
</tbody>
</table>

2. Check (X) any of the below listed requirements that you use as a hiring qualification

3. Describe below any other practices or actions that you take which show that you hire, train, and promote employees without discrimination

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)
REQUEST FOR INFORMATION FORM

PLEASE TYPE - OR - PRINT

TO: The University of Connecticut.  
Fax (860) 486-1953

FROM: ____________________________  
(Name of Proposer)

ATTN: Jeffrey Reynolds  
Bidder Contact: __________

Phone #: __________ Fax #: ______

Specification Section/page: __________________________

QUESTION (Please be specific): __________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

RESPONSE: __________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

BY: ____________________________
Date: ____________________________

NOTE #1: All questions must be submitted in writing before the prescribed RFI Deadline. No verbal questions will be answered.

NOTE #2: All questions must be submitted in writing on this RFI Form. All answers to RFI’s will be issued in a Bidder’s Clarification