

EXHIBIT A
DESCRIPTION OF GOODS AND SERVICES

DELIVERY: Deliveries must be made to the ordering agency's storehouse or receiving platform. Deliveries shall be during the receiving hours of 8:00 a.m. to 3:00 p.m. and as specified by ConnDOT. Pick-up deliveries will not be accepted.

The contractor will be responsible for delivering material in new condition. In order to facilitate forklift unloading, Items 42 through 52 of the Price Schedule (Exhibit B) shall be delivered on flatbed trucks. The forklift capacity is 5,000 pounds.

If deliveries are not by common carrier, an insurance certificate must be furnished in accordance with the Department of Administrative Services (DAS) Form Contract Section 21.

Please make deliveries to:

State of Connecticut
Department of Transportation
Sign Shop
1107 Cromwell Ave.
Rocky Hill, CT 06067

BLANK MATERIAL: The material for the aluminum blanks shall conform to ASTM B221, Alloy 6061-T6 or 5052-H38, and treated in conformance to ASTM B449, Class 2, in the sizes listed in the Price Schedule (Exhibit B).

FORM 816:

Form 816 is ConnDOT's "Standard Specifications for Roads, Bridges and Incidental Construction". Work is to be in accordance with FORM 816 including all supplements and other applicable standards. Copies of these Standard Specifications, FORM 816 may be purchased from:

State of Connecticut
Connecticut Department of Transportation
Manager of Contracts
P.O. Box 317546
2800 Berlin Turnpike
Newington, CT. 06131-7546.

The price is twenty dollars (\$20.00) if the FORM 816 is mailed and sixteen dollars (\$16.00) if the FORM 816 is picked up. Checks are to be made out to: Treasurer – State of Connecticut.

OR

You may go to the following: <http://www.ct.gov/dot/cwp/view.asp?a=3609&q=455784>

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DESIGN: The blanks will be punched with holes centered and spaced properly to support them when erect on sign posts and will have a radius design in conformance with the latest edition of the Manual on Uniform Traffic Control Devices for Streets and Highways, published by the U.S. Department of Transportation, Federal Highway Administration.

SHEET MATERIAL: Material for sheet aluminum, with no holes or radius. The aluminum shall conform to ASTM B221, Alloy 6061-T6 or 5052-H38 and treated in conformance to ASTM B449, Class 2, in the sizes listed in Exhibit B.

MATERIALS CERTIFICATE: A materials certificate is a document certifying that materials, components, and equipment furnished conform to all requirements of the plans and specifications. The materials certificate shall be included with each shipment of materials under the terms of this contract as stated in Form 816, article 1.06.07 (Certified Test Reports and Materials Certificates). The document shall also include the following information:

1. Project/Purchase Order Number to which the material is consigned.
2. Name of the company supplying material.
3. Item number and description of material.
4. Quantity of material represented by the certificate.
5. Means of identifying the consignment, such as label, marking, lot number, serial number, etc.
6. Date and method of shipment.

The Materials Certificate shall be signed by a duly-authorized and responsible agent for the organization supplying the material, and the signature must be notarized. A materials certificate shall accompany each delivery. Shipment and/or payment may be refused by the ordering department if the materials certificate is not presented at the time of delivery.

PURCHASE ORDERS: Questions concerning purchase orders are to be directed to ConnDOT Processing Unit at 860-594-2070.

INVOICES AND PAYMENTS: ConnDOT's Accounts Payable Unit through the Comptroller's Office will issue Payments. Payment and invoicing inquiries should be directed to ConnDOT's Accounts Payable Unit at 860-594-2305.

All invoices must include:

1. Contractor F.E.I.N. or Social Security number.
2. Complete Contractor name and billing address.
3. Project number, if applicable.
4. Invoice number and date.
5. Purchase order number.

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6. Itemized description of services and/or material supplied.
7. Adjustments, if applicable.
8. Quantity, unit, unit price, and extended amount.
9. Ticket numbers corresponding to each invoice must be listed or attached to the company invoice as a separate sheet, if applicable.
10. Work periods and traffic control prices must be itemized, if applicable.

For prompt payment processing, please mail invoices to the following address:

State of Connecticut
Department of Transportation
Bureau of Finance and Administration
Attn: Accounts Payable SW1A
P.O. Box 317546
Newington, CT 06131-7546

Payments may be delayed if the invoice form is not properly completed in accordance with the instructions noted above.