



HOUSATONIC
COMMUNITY COLLEGE

REQUEST FOR PROPOSAL (RFP)

CUSTODIAL SERVICES FOR HOUSATONIC COMMUNITY COLLEGE

RFP NO. HCC-13-006 (SEALED BID)

Mandatory Pre-Bid Site Inspection: Wednesday, December 5, 2012 (10:00 a.m.)

Issued: Wednesday, November 21, 2012

Questions due no later than: Friday, December 14, 2012 by 4:00pm

Questions Addendum to be posted on the DAS Portal: Monday, December 17, 2012

RFP response is due no later than: Thursday, December 20, 2012 (9:00 a.m. EST)

This is a SEALED BID - No faxed or emailed responses will be accepted

Issued by: Patricia Kurowski, Fiscal/Administrative Officer

Housatonic Community College - Purchasing Dept - Lafayette Hall - Room A104

900 Lafayette Blvd

Bridgeport CT 06604-4704

Phone: 203-332-5191

Fax: 203-332-5248

E-mail: pkurowski@hcc.commnet.edu

PROPOSER'S CHECKLIST
READ CAREFULLY

IT IS SUGGESTED THAT YOU REVIEW AND CHECK OFF EACH ACTION AS YOU COMPLETE IT.

1. ___ The Proposal, (HCC-RFP-26) must be signed by a duly authorized representative of the company. Unsigned proposals may be rejected.
2. ___ The Price Schedule (HCC-RFP16L) you have offered has been reviewed and verified.
3. ___ The payment terms are **Net 45 Days**. Net terms for periods less than 45 days (Example: Net 30) may result in proposal rejection. You may offer cash discounts for prompt payment.
Exception : State of CT Small Business Set-Aside Proposal payment terms shall be in accordance with CGS 4a-60j.
4. ___ Any technical or descriptive literature, drawing or proposal samples that are required have been included with the proposal.
5. ___ If required, the amount of the proposal surety has been checked and the surety has been included.
6. ___ Any addenda to the proposal have been signed and included with the proposal.
7. ___ The envelope has been:
 - a. ___ marked with the RFP Number and the RFP Due Date and
 - b. ___ addressed to:

**Housatonic Community College
900 Lafayette Blvd
Bridgeport CT 06604-4704**

Attention: Patricia Kurowski - Purchasing Dept, Lafayette Hall Room A104

8. ___ The proposal number on your hand-marked return envelope exactly matches the RFP number inside the envelope.
9. ___ Mail, Express Mail or hand-deliver your proposal in time to be received and date/time stamped by HCC Purchasing Dept. no later than the designated RFP due date and time. Late proposals are not accepted any circumstances. Allow ample time if mailing your proposal. **Hand-delivered proposals must be delivered to Patricia Kurowski, Purchasing Dept, Lafayette Hall Room A104, 900 Lafayette Blvd. Bridgeport CT 06604**
10. ___ Form HCC-45 Bidder Contract Compliance Monitoring Report must be completed entirely, regardless of the number of employees, even if the company is family owned and/or operated and must be submitted with each proposal or the proposal may be rejected.
11. ___ This checklist does not need to be returned with your proposal.

**Housatonic Community College
900 Lafayette Blvd.
Bridgeport, CT 06604**

RFP HCC 13-006

**Custodial Services for
Housatonic Community College**

INSTRUCTIONS

1. RFP Schedule

Release of RFP: November 21, 2012

Mandatory Pre-Proposal Site Inspection: Wednesday, December 5, 2012 10:00 A.M.

Receipt of Questions: Friday, December 14, 2012 by 4:00 P.M.

Questions Addendum Issued: Monday, December 17, 2012

Proposal Due Date: Thursday, December 20, 2012 (9:00 A.M. EST)

2. Questions

All questions regarding this RFP shall be conveyed in writing via email to: Patricia Kurowski at pkurowski@hcc.commnet.edu. All questions received by Friday, December 14, 2012 will be answered in an Addendum issued on December 17, 2012. Potential Bidders are urged to check the DAS website daily for any Addendums that may be issued. Failure to sign and return any and all addendum acknowledgements with your proposal may be grounds for rejection of the proposal response.

3. Mandatory Pre-Proposal Site Inspection

A mandatory pre-proposal site inspection will be held for all bidders concerning this contract. All parties interested in bidding for this contract will meet on Wednesday, December 5, 2012 10:00 a.m. at the College Information Desk – Lafayette Hall. Only those contractors present and signed in for the mandatory pre-proposal site inspection will be allowed to submit a proposal.

4. Proposal Submission

Proposals must be submitted in a SEALED envelope or container, clearly marked with the identification, "RFP #HCC 13-006," as well as the date and the name and address of the proposer. Emailed, faxed or unsealed proposals will not be accepted under any circumstances.

Submit proposals to:

Housatonic Community College
RFP HCC 13-006
Attn: Patricia Kurowski
900 Lafayette Blvd (Rm 104A)
Bridgeport, CT 06604

Proposals may be mailed or delivered in person to the above address and must arrive by December 20, 2012 (9:00 a.m.) Proposals received after that date and time will not be accepted or opened, regardless of the reason. Postmark dates will not be considered as the basis for meeting the submission deadline. Proposals will be publicly opened at 10:00 a.m. in Room A104 (Lafayette Hall). Due to the RFP format only the names of the respondents will be read. All other information will be considered confidential until after review by the Purchasing Department and award of the final contract.

VENDOR AUTHORIZATION GUIDELINES (page 1 of 2)

All contracts must include appropriate vendor documentation that does the following three things:

- A. Authorizes the vendor to enter into contracts,
- B. Authorizes a particular officer to execute contracts on behalf of the vendor and
- C. Evidences that the officer signing in fact holds his/her office.

CORPORATIONS - Appropriate vendor documentation usually involves a certificate from the Secretary or other appropriate officer setting forth a copy of a board resolution. Sometimes this is not possible, in which case the vendor should observe the following:

- 1) In lieu of the secretary's certificate, the vendors must submit:
 - a) a current certified copy of the applicable section of the corporation's bylaws which authorizes the execution of contracts by the signing person and
 - b) a current certification that the officer signing the assignment agreement in fact holds that office.
- 2) In lieu of the certified resolution or bylaws, the vendor must include a certified copy of the corporate minutes of their respective boards of directors, which must specifically authorize the person signing the assignment agreement to execute it.

NOTE: If the bylaws or resolutions cannot be found, a formal legal opinion must be obtained attesting to:

- a. the authority of the company and
- b. the officer's ability to bind the company to enter into a contract.

LIMITED LIABILITY COMPANIES (LLC'S) - LLC's that do not have boards of directors, must submit the following:

- 1. a document indicating unanimous consent from all members or managers or
- 2) a certified copy of all of those relevant portions of their management agreement or operations agreement that identify which members or managers have the authority to bind the LLC in contracts. The certification must also show that the signing party is in fact a manager/member or that a manager/member has duly (in accordance with the management agreement or operations agreement) delegated signatory authority to the signing person.

If the company can't find the management agreement or operations agreement, a formal legal opinion must be obtained attesting to:

- a. the authority of the company and
- b. the signing party's ability to bind the company to enter into a contract.

PARTNERSHIPS - Partnerships, like LLC's, do not have boards of directors. Generally, any general partner can bind the partnership. However, it is prudent to make every effort to obtain a partnership authorization that includes some evidence of a partner's authority to bind the partnership. This can include partnership resolutions that read very much like a corporation's resolutions or a copy of the partnership agreement (or all relevant sections) that address the authority of partners to bind the partnership, again taking into account any limitations, or a consent from the appropriate partners. The partnership agreement governs in the same way as the LLC's management or operations agreement.

VENDOR AUTHORIZATION GUIDELINES (page 2 of 2)

Sole Proprietors - Sole Proprietors do not need to submit any documentation with regards to vendor authorization or certification. Sole Proprietors must submit a letter on company letterhead stating:

- 1) that the company holds Sole Proprietor status,
- 2) the name(s) of those authorized to execute contracts on behalf of the company and
- 3) the signature of Sole Proprietor.

NOTE: You may review and/or download the Vendor Authorization Guidelines and Samples from the DAS/Procurement website www.das.state.ct.us/busopp.asp. Scroll down until you see the heading "**Vendor**" on the far right side of the screen. Then click on "**Vendor Authorization Guidelines and Samples**".

HOUSATONIC COMMUNITY COLLEGE

PROPOSAL

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RFP NO: HCC-13-006	RFP DUE DATE: Thursday December 20, 2012	RFP DUE TIME: 9:00 a.m. EST	RFP SURETY: N/A	DATE ISSUED: Wednesday November 21, 2012
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DESCRIPTION: CUSTODIAL SERVICES FOR HOUSATONIC COMMUNITY COLLEGE

FOR: HOUSATONIC COMMUNITY COLLEGE
900 LAFAYETTE BOULEVARD
BRIDGEPORT CT 06604-4704

TERM OF CONTRACT:
January 1, 2013 through June 30, 2014 (College reserves
the right to extend the contract for four (4) one year extensions)

REQUEST FOR PROPOSAL: Pursuant to Section 4a-52a of the CT General Statutes as amended. Housatonic Community College is soliciting proposals, at the the address above, for the furnishing of the subject commodities and/or services.

IMPORTANT: ALL pages of this form, Sections 1 through 3 must be completed, signed and returned by the proposer as part of the proposal package. Failure to submit all pages of this form may constitute grounds for rejection of your proposal.

Section 1 of 3 - PROPOSER INFORMATION

COMPLETE PROPOSER LEGAL BUSINESS NAME:

PRINCIPAL PLACE OF BUSINESS:

TAXPAYER ID NO. (TIN):

SSN

FEIN

WRITE/TYPE SSN/FEIN NUMBER ABOVE

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

PRINCIPAL PLACE OF BUSINESS (IF DIFFERENT FROM ABOVE)

NOTE: IF INDIVIDUAL/SOLE PROPRIETOR, INDIVIDUAL'S NAME (AS OWNER) MUST APPEAR IN THE LEGAL BUSINESS NAME FIELD ABOVE.

WRITTEN SIGNATURE OF PERSON AUTHORIZED TO SIGN PROPOSALS ON BEHALF OF THE ABOVE NAMED PROPOSER

DATE EXECUTED:

TYPE OR PRINT NAME OF AUTHORIZED PERSON

TITLE OF AUTHORIZED PERSON

CITY:

STATE:

ZIP+4:

BUSINESS PHONE:

CELL PHONE:

FAX:

IS YOUR BUSINESS CURRENTLY A DAS CERTIFIED SMALL/MINORITY OWNED BUSINESS ENTERPRISE?

YES (ATTACHED CERTIFICATE COPY TO BID)

NO

HOUSATONIC COMMUNITY COLLEGE

PROPOSAL

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Section 2 of 3 - PROPOSER DEBARMENT AND/OR SUSPENSION

Has the proposer, any company official, or any subcontractor to the proposer, received any notices of debarment and/or suspension from contracting with the State of Connecticut, Federal Government or any governmental agency?

YES NO

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

YES NO

If the above signed proposer, any company official or any subcontractor to the proposer *has* received notices of disbarment and/or suspension from contracting with the State of Connecticut, the federal Government or any governmental entity, said notices must be attached to this document when submitting this proposal.

Number of notices attached: _____

Section 3 of 3 - OTHER INFORMATION

Refer to "Guidance for Vendor Authorizations" at:

http://das.ct.gov/Purchase/Info/Vendor_Authorization_and_Guidance_081106.pdf

Refer to "Guide to the Code of Ethics for Current or Potential State Contractors" at:

http://www.ct.gov/ethics/lib/ethics/guides/contractors_guide_10.pdf

CUSTODIAL/JANITORIAL BID

GENERAL CONDITIONS

1. SCOPE/INTENT

Housatonic Community College is seeking a qualified professional contractor to provide labor, materials and equipment to perform required services as detailed in the attached specifications.

There is no Set-Aside provision in this RFP. DAS-certified small and minority-owned businesses are still encouraged to participate in this offering.

The College anticipates having its own staff perform some custodial/janitorial services in some portions of the building.

2. BID BOND/SECURITY

Each bid shall be accompanied by a satisfactory bid bond (form enclosed) in favor of Housatonic Community College issued by a responsible company licensed to do business in the State of Connecticut, in an amount of five percent (5%) of the maximum yearly amount of bid. Bid bonds of unsuccessful bidders will be returned as soon as practical after award of contract.

3. DURATION OF CONTRACT

The contract for services described in the specifications will cover one (18) month term beginning January 1, 2013 extending through June 30, 2014

4. EXTENSION/RENEWAL OF CONTRACT

The College, at its discretion, and with the mutual agreement of the contractor, may renew, extend or modify the contract for four (4) one year extensions, beginning July 1, 2014 through and including June 30, 2018.

5. COLLEGE'S RIGHT TO TERMINATE CONTRACT

If the contractor refuses or fails to perform the work or any separable part thereof with such diligence as will insure its completion within the time specified, or if he/she should persistently or repeatedly refuse or should fail to supply sufficient properly skilled workmen to complete the work in accordance with the conditions and specifications, then the College may, without prejudice to any other right or remedy, serve written notice upon him/her of its intention to terminate the contract.

Such notice shall contain the reasons for the intention to terminate, and unless within sixty (60) calendar days satisfactory arrangements for the correction are made, this contract shall upon the expiration of said sixty (60) days cease and terminate

If contractor fails to satisfy the demands of the College, the College 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/she shall be liable to the College for any cost or damage occasioned by the College.

6. EVIDENCE OF RESPONSIBILITY

Each bid shall be accompanied by evidence showing the bidder's financial resources including a financial statement, his experience and organization available to perform all the work under this 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.

7. PURCHASE ORDERS

Purchase Orders will be issued by HCC for services related to this contract. Contractors are cautioned not to perform services without receiving a Purchase Order.

8. INVOICES AND PAYMENTS

Contractor shall submit monthly invoices to HCC for services performed. The invoice shall include detailed information for services performed, as applicable. Payments will be issued by the HCC Accounts Payable Department. Housatonic Community College payment terms are net forty-five (45) days, unless contractor is a certified Connecticut Set-Aside vendor, in which case payment terms are net thirty (30) days.

9. PAYMENTS WITHHELD

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

10. PERMITS/LICENSES AND CONTRACTOR OBLIGATIONS

The contractor and all employees shall secure and maintain in force such licenses and permits as required by law in connection with the furnishing of materials, articles or services required for the performance of the contract. All operations and materials shall be in accordance with the laws prescribed for this purpose. The contractor shall perform all obligations and discharge all liabilities imposed upon employers under tax, state prevailing wage per 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. The contractor will not use any illegal aliens within its workforce and is solely responsible for validating the status of all workers hired by the contractor.

The working supervisor will sign with security and be given the necessary number of key rings to distribute to his work crews.

All key rings are to be turned in by the working supervisor to College security staff each evening prior to ANY employee leaving premises. If for ANY reason any key or keys cannot be located prior to closing of building and departure of contractor's employees, contractor will be liable for total cost of re-keying all associated locks. Said re-keying will be done by a competent locksmith, commencing the following workday.

11. 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 insurance as respects bodily injuries or death in the sum of \$500,000/\$1,000,000 and property damage legal liability insurance in the amount of \$1,000,000, and shall furnish a certificate thereof containing an indemnification and save harmless clause covering the College in said amounts.
- B. Fidelity Bond – The contractor shall also obtain a separate Fidelity Bond - \$50,000 coverage to protect the College against financial loss resulting from theft by contractor personnel on premises.
- C. Compensation Insurance – The contractor shall procure and shall maintain during the life of this contract Workers' Compensation and Occupational Disease Insurance for all his/her 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. Certificates of Insurance – Certificates evidencing insurance coverage required of the contractor must be filed with the Business Office of the College prior to the start of work under the contract. All policies must contain a clause stating that the policy will not be cancelled without 10 days' prior written notice having first been sent the contractor, and the contractor in turn must notify the College.

12. HOLD HARMLESS CLAUSE

Contractors shall hold harmless and indemnify Housatonic Community College from and against any and all costs, claims, damage, liability and expense, including attorney fees, incurred by the College on account of any damage to property or injury, including death, to persons including any damages or injury to property or persons of any employee or contractor of the College or any damages and expenses including attorney fees, incurred by the College as a result of any lawsuit claim, demand, or administrative proceeding brought against the College by any person or entity, including the United States Government, or any agency or political subdivision thereof for any type of offense arising out of, or associated with, any act or failure to act on the part 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.

13. SAFETY AND SECURITY

It shall be the responsibility of the contractor to determine and comply with College 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 proper equipment and signs to protect and notify all persons.

14. CONTRACTOR NOT AN OFFICER, EMPLOYEE, OR AGENT

While engaged in carrying out and complying with the terms and conditions of this contract, the contractor is an independent contractor and not an officer, employee or agent of the College or the College's Foundation.

15. ASSIGNMENT

Contractor may not assign the contract or any part thereof to any other entity without prior written consent of the College.

16. EXAMINATION OF SITE AND CONTRACT DOCUMENTS

Attendance at the pre-bid conference on Wednesday, December 5, 2012 is mandatory for all bidders. Failure to attend shall result in rejection of bid. Each bidder must also visit the site of proposed work on (December 5, 2012 or after) and acquaint himself/herself with the conditions relating to the performance of the contract so that he/she may fully understand the execution of work under this contract. The failure or omission of any bidder to receive or examine the contract documents, forms or addendum shall in no way relieve any bidder from obligations with respect to his/her bid or to the contract.

17. 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 and may result in a determination of non-responsiveness.

18. BID PREPARATION

- A. Bids must be submitted on and in accordance with the forms supplied by the College in the bid package.
- B. Bids shall be typewritten or handwritten in ink. Bids submitted in pencil will be rejected.
- C. Unsigned bids will be rejected.
- D. Conditional bids are subject to rejection in whole or in part.
- E. Alternate bids or proposals will not be considered.
- F. Multiple bids will not be considered from the same bidder.
- G. The state of Connecticut is exempt from the payment of excise, transportation and sales taxes imposed by the federal government and/or the state. Such taxes must not be included in the bid prices

19. EVALUATION AND AWARD OF BID

The College reserves the right to accept or reject any or all bids, to waive any irregularities or informalities 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, those services which will best serve the needs of the College, thus insuring that the best interests of the student body will be serviced.

This bid is subject to Connecticut Community Providers Association (CCPA) participation per CT State Statute 17b-656. In the event CCPA bid response meets or exceeds the current fair market value policy as well as meeting all other requirements, an award will be granted to CCPA. The formula utilized in facilitating this policy is as follows:

- A. High and low bids are removed.
- B. Remaining bids are totaled, divided by the number of bids totaled equaling fair market value.
- C. 5% is added to the fair market value.
- D. CCPA bid is considered if the prices submitted are deemed equal to or less than the fair market value plus 5%.
- E. If CCPA exceeds fair market determination, all remaining bids are reviewed to determine the award.

20. STATUTE 31-57f (FORMERLY PA 99-142) AN ACT SETTING STANDARD WAGE RATES FOR CERTAIN SERVICE WORKERS:

Contractors must comply with all provisions of Statute 31-57f (formerly PA 99-142), An Act Setting Standard Wage Rates for Certain Service Workers. Information regarding this Public Act and when it applies can be obtained from Department of Labor's web site:

<http://www.ctdol.state.ct.us>. Questions concerning the provision and implementation of this act should be referred to the Department of Labor, Wage and Workplace Standards Division, 200 Folly Brook Blvd., Wethersfield, CT 06109-1114 (860) 263-6790.

During the term of the contract, the State shall verify that these wage scales are being used, as outlined through CGS 31-57f. This act mandates certified payrolls and a statement of compliance to be submitted on a regular basis to the College. The wage certification form must be included with the bid submission. In accordance with Connecticut General Statute Section 31-57f Certified Payrolls with a statement of compliance shall be submitted monthly to Housatonic Community College's Facilities Manager, Richard Hennessey. The awarded vendor shall submit a certified payroll established in a form and manner by the Labor Commissioner. Such records shall relate to the wages and hours worked by each employee and a schedule of the occupation or work classification at which each person is employed. A statement will also be required to be signed by the employer that the records are correct, the rate of wages paid to each employee is not less than the standard rate of wages, such employer has complied with the law, and filing a false certified payroll is a Class D Felony. A fillable copy of Payroll Certification For Covered Service Worker Contracts form is available at <http://www.ctdol.state.ct.us/wgwkstnd/forms/99-142paycert.pdf>.

Contractor agrees to absorb any increase in the standard wage: Any increase in wage and fringe benefit costs incurred or paid by the Contractor during the term of this contract that results from an increase in any applicable minimum standard wage rate as established by the Labor Commissioner shall be the sole responsibility of the Contractor. There shall be no adjustment to the contract amount or rate to be paid by the College during the current term of the contract. Changes in contract pricing may be negotiated at the time of any contract renewal or extension to reflect future increased costs. Any such changes shall be reduced to writing as part of such renewal or extension.

Based on the tasks and the duration of those tasks each evening, the cleaners would be classified as "Heavy Cleaner" with the corresponding rate beginning January 1, 2013.

The benefit rate would be as per the individual's seniority with the company as applied against the benefit rate chart posted with the Connecticut Department of Labor Wage and Workplace Standards Division. This rate chart is based on an existing union contract and has annual adjustments. Therefore, the rate shown is not fixed and each company would have to estimate a rate for each employee and use that number to provide their bid response to the college.

(Standard Wage Rate Information will be added to HCC Bid # HCC 13-006
in the form of an addendum on the DAS website)

HOUSATONIC COMMUNITY COLLEGE

SPECIFICATIONS

CUSTODIAL/JANITORIAL SERVICES

1. SCOPE OF CONTRACT

Housatonic Community College is requesting bids from qualified professional janitorial/custodial companies to provide cleaning services to maintain the College premises that serve a population of up to 6,200 in a clean, neat, hygienic and sanitary condition. Contractor shall provide and furnish any and all labor, materials, tools, equipment, utility and transportation services required by the conditions and specifications to perform the contract in a workmanlike manner.

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

The College currently plans on having its own staff perform some custodial/janitorial services within some portions of the building during both the first and second shifts of each day. These areas shall also be completed daily by the contractor.

2. DURATION AND EFFECTIVE DATE & EXTENSION AND RENEWAL OF CONTRACT

The contract will begin January 1, 2013 and run through June 30, 2014. The contract may be extended as per the terms and conditions contained. The College, at its discretion, and with the mutual agreement of the contractor, may renew, extend or modify the contract for four (4) one year extensions, beginning July 1, 2014 through and including June 30, 2018.

3. PERFORMANCE BOND AND LABOR AND MATERIALS BOND

Contractor shall furnish a Performance Bond issued by a licensed surety in the amount of twenty thousand dollars (\$20,000) for the faithful performance of the terms, covenants and conditions of the contract. The contractor shall pay the premium of all bonds. Such bonds shall be tendered to the Business Office of the College prior to the commencement of any work being done.

4. LOCATION AND AREAS OF SERVICES

A. These specifications are intended to be a general description of all labor, materials and areas necessary to provide custodial cleaning services at the two current buildings of Housatonic Community College, 900 Lafayette Boulevard, Bridgeport, Connecticut 06604.

Cleaning will be performed on a nightly, weekly, monthly and occasional basis as detailed herein. The building approximates 350,000 gross square feet, comprising floor surfaces of carpet, slate, terrazzo, vinyl, wood, tile, ceramic tile, rubber stair tread and entrance matting. Most prevalent surfaces are carpet and vinyl tile but also stone and linoleum and glazed rough tiles. The net space in each building for cleaning purposes are approximately 120,000 square feet for Lafayette Hall and 118,000 square feet for Beacon Hall.

Wall and other surfaces include vinyl baseboard, paint wallboard, painted wood, plastic laminates, metal and wood furniture, composite lab benches, restroom fixtures, vinyl wall coverings, plastic blinds and cloth drapes.

B. Primary areas covered under this contract include but are not limited to:

Lafayette hall

Office	Cafeteria
Library	Lobby and Entry
Museum	Staff and Student Lounge
Restrooms Public/staff	Meeting Rooms
Performance Center	Community Service Rooms

Offices/Classrooms	Conference Room
Computer rooms	Lounge
Science Labs	Art Studios
Restrooms public/staff	

Beacon Hall

Classroom	Offices
Computer Classroom	Computer Labs
Public Spaces	Restrooms staff /public
Wellness Center	Events Center
Conference rooms	Resource Rooms
Student Lounges	Student rec areas
Cafeteria	

5. HOURS OF OPERATION

Work performed in these specifications shall be performed daily Monday through Thursday 11:00 p.m. to 7:00 a.m., Friday 3:00 p.m. to 11:00 p.m., and Saturday 3:00 p.m. to 8:00 p.m. This will be supplemented daily Monday through Friday by two (2) day porters: One (1) day porter from 10:00 a.m. to 6:00 p.m. in Lafayette Hall and one (1) day porter from 10:00 a.m. to 6:00 p.m. in Beacon Hall All employees shall receive meal and break periods as required by law.

Housatonic Community College reserves the right to change operational hours as needed and will give contractor sufficient advance notice of any changes. Any substantial change in operational hours will be a basis for a mutual agreed pro-rated adjustment in costs.

6. PERSONNEL

A. Staffing

Contractor shall furnish a fixed staff of fully trained, properly instructed, competent workmen assigned to the College on a full time basis to perform services as detailed herein. All personnel must be presented to the Public Safety office before starting work in the college. All employees must in an identifiable uniform when working on campus. In addition, they are to be fully trained in the proper treatment and handling of hazardous chemicals and materials, for proper disposal as well as in the event of accidental spills, etc.

1. One (1) full time working supervisor with a minimum of two (2) years' employment with the contractor acting in a supervisory capacity to ensure supervision of the work force and to guarantee that work is performed nightly in accordance with the specifications of the contract. This working supervisor shall instruct and inspect to insure compliance with details of work as well as compliance to college provided efforts for recycling of various materials.
2. One (1) district supervisor/manager working for a minimum of five (5) hours per week. Supervisor/manager shall visit the site on a regular basis to oversee the operations and meet at least once a week with a College representative to review contract performance. Managers/supervisors shall be on 24-hour call via pager to address problems that arise.

B. Qualifications of staff

All personnel employed by contractor shall be:

1. Uniformed, including shirts and trousers, with clearly identified company name at all times. ("T-Shirts" are NOT an acceptable uniform.)
2. Supplied with a photo I.D. worn at all times.

C. Employment Policies and Practices

Bidders should submit their firm's policies and practices relating to wage standards, benefit package, and promotional opportunities separately from their quote.

D. Staffing Absenteeism

1. The contractor will not be allowed to have more than one absent employee per shift. A replacement person or persons will be required in the event of the absence of more than one employee.
2. No two people can take a vacation at the same time without a replacement to staff that shift.
3. Housatonic Community College will accept a two-hour lapse in start time in order for the contractor to find and/or deliver a replacement.

These absenteeism provisions do not relieve the contractor from any obligations arising from the application of item 4 under compliance.

E. Compliance

1. The contractor shall maintain a work force of sufficient size to do all the work as scheduled. The contractor shall correct scheduled work that is done unsatisfactorily after notification by the agency designee at no additional cost to the agency.
2. The contractor shall maintain control of his employees. Any employee whose work performance or conduct is objectionable shall be immediately removed from the premises at the request of the agency designee.
3. All contractor personnel shall punch in and out daily on a time clock to be purchased, installed and maintained by contractor. The contractor's management personnel shall sign in and out when they are present in the building. Housatonic Community College may audit timecards and payroll check stubs for compliance with terms and conditions of the contractor's employment practices submitted with this bid.
4. The following audit and penalty provisions will be applied. There will be a monthly audit from the contractor's time cards. For each calendar month, the number of work hours will be equal to the number of regular work days times eight hours per day times the number of employees permanently assigned to the College. If the total number of hours provided by the contractor is at least ninety-five percent as above, then no penalty will be assessed. If in any month the total is less than 95% of the minimum monthly total, then deductions will be made on a per hour basis of \$12.00 for each custodian and \$14.50 for each hour of the working supervisor's deficient time. If the College cancels any day's service, the contractor's monthly responsibility will be reduced accordingly.

If the contractor fails to meet the minimum monthly number of hours two or more times during this contract, it will be considered a breach of contract which could be grounds for termination of the contract.

7. 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 the College and/or personal property caused by the use, misuse, or negligence of the contractor, employees or agents and shall be responsible for the repair or replacement of any damaged property. The contractor shall report, in writing, to the College within 72 hours after causing damage to College property. Failure to report the damage within the specified time may be cause for termination of the contract.

Keys must be signed out and end each shift at the office of Public Safety in each building. In addition, if for any reason any key or keys cannot be located prior to closing of the building and departure of contractor's employees, the contractor will be liable for total cost of re-keying all associated locks. A competent locksmith, commencing the following workday, must do this re-keying.

8. STANDARD OF CLEANLINESS

The contractors shall at all times maintain the facility in a clean, neat, orderly and sanitary condition. If circumstances caused by the College prevent the contractor from fulfilling his/her obligations, the contractor shall submit in writing the nature, extent and proposed remedy to the College designee for consideration.

9. MATERIALS 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: The college complies with the state mandate for "green cleaning" and all products shall be within this mandate except for noted products required for specific tasks for which there is no "green" alternative. (Executive Order No. 14 of Governor M. Jodi Rell promulgated April 17, 2006. Pursuant to this Executive Order, the Contractor shall use cleaning and/or sanitizing products having properties that minimize potential impacts on human health and the environment, consistent with maintaining clean and sanitary facilities). The contractor shall provide information sheets on all products in advance and mandated MSDS sheets for those specific products shall be presented to the Director of Facilities of the college

Detergents/Disinfectants

Cleaning chemicals and solutions used on floors, walls, furniture, toilet rooms, glass, tile, brick, concrete and other building surfaces

Disinfectants, germicides and fungicides

Deodorizers

Rags, cloths, sponges, brushes, pails, spray bottles, scrapers, steel wool, plastic disposal bags

Scouring powders and compounds

Paper products used in the cleaning process

White board cleaner and conditioner (college to approve product)

Other such tools and supplies as customarily required

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

Toilet tissue

Paper towels

Trash liners

Hand soap

White board erasers

Chalk and white board markers

Erasers for white and chalk
Boards

- B. The contractor shall furnish minimum inventory of chemicals to assure uninterrupted service for the entire campus. Contractor will be required to furnish and maintain this inventory, which will be subject to periodic review by the college.
- C. A Material Safety Data Sheet Book of all chemicals used by the contractor is to be kept at Security and made available for use by all College personnel as well as contractor's employees.
- D. All bids must be accompanied with product literature and MSDS sheets for the detergent/disinfectants, tile finishes, wall washing solutions, white marker board cleaner, liquid and powder cleaners, restroom fixture cleaners, and all other appropriate products in order to be considered a responsive bid.

10. MINIMUM SPECIFICATIONS FOR MATERIALS

- A. Wall Washing Products used for wall washing—In the washing of walls, no abrasive or highly alkaline cleaners should be used. Only non-abrasive, non-butyl low pH synthetic detergents shall be used for such cleaning.
- B. Detergents/Disinfectants

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

C. Resilient Tile Floor Finishes, Sealers and Strippers

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

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

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

G. Carpet Spotting and Cleaning Materials

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

11. EQUIPMENT

Contractor shall furnish and maintain all necessary cleaning equipment, and such equipment shall be the sole responsibility of the contractor. The state agency designee shall approve all equipment furnished by the contractor; any equipment found unsuitable for the work shall be removed from the premises and replaced with an approved type. All electrically operated equipment must possess proper grounding capabilities and must be grounded when in use. Equipment furnished by contractor shall be in sufficient quantities to insure proper coverage and include all necessary equipment to effectively and efficiently perform all required tasks.

All equipment, tools and implements furnished by the contractor and maintained on the premises shall be clearly marked with a distinguishing mark identifying the equipment belonging to the contractor. All equipment shall be maintained in a like new condition at all times.

12. CONTRACTOR STORAGE AREA

The College will make available to the contractor storage areas for the purpose of storing supplies and equipment.

13. SERVICES DEFINED

A. Empty Waste Paper Containers

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

B. Vacuum Carpets

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

C. Spot 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.

E. Damp Mop Floor

Use a clean strained 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, wash basins, urinals, shower stalls, and their exposed piping and valves. Using an approved solution, clean all surfaces and wipe dry all chrome and mirrors.

H. Buff Floor

1. Vinyl Resilient Tile: use the spray buff or high speed burnish method with an approved floor material.
2. Slate: damp mop with a mild detergent solution, allow to dry and spray buff or high speed burnish.

I. Dust Mop

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

J. Spot Clean Floors, Walls, or Furniture

1. Floors

- A. Carpet – clean spilled materials and spot clean carpet in an approved manner.
- B. Fabric covered furniture—prior to cleaning use test area to determine safe treatment of fabric.

2. Walls

- A. Painted walls—spot-clean walls and doors with clean rag and approved solution.
- B. Stained doors—prior to cleaning any stained doors 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. Wallpaper/covering—spot-clean with approved solution and clean with dry rag.

K. 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. Rubber Stair Treads—use a clean mop with an approved detergent.

L. Desk Tops, Hard Finish Furniture & Chairs

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

M. Window Washing—Interior

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

N. Wood floors/Baseboard

Mop and rinse to clean, treat and wax on schedule supplied.

O. Shampoo Carpets

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

1. Furnish waterproof material placed under legs or pedestal of furniture. Set on damp carpet. Remove after carpet has dried.

2. Move all furniture except file cabinets and desks for shampooing of carpets.

3. After shampooing carpets, wipe all wall, molding and furniture surfaces that have been spotted.

P. Chalk Boards/Marker Boards

Follow manufacturer's directions for cleaning all chalk boards/marker boards. Clean all trays and entire boards as directed.

- Q. Stairways
Sweep or vacuum and damp mop to clean and spotless appearance.
- R. Cafeteria
Wash all tables, chairs and trash containers using hospital grade disinfectant/detergent and remove all trash. Wash and sanitize floor and replace liners daily.
- S. Restrooms
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. Remove all graffiti from walls, partitions, etc.
- T. Loading Dock Area
Clean entire loading dock area. Properly dispose of all discarded waste, including but not limited to "breaking up" all cardboard boxes and disposing of them in the recycle dumpster, stacking all pallets, sweeping clean entire area. Place other recycle goods in containers provided.
- U. Vents and Grills
All wall and ceiling vents and grills which blow in fresh air as well as returns are to be dusted, vacuumed and wiped clean.

14. CLEANING REQUIREMENTS

A. Daily/Nightly

- 1. Classrooms
 - A. Clean all chalk boards/marker boards and trays thoroughly with approved solution.
 - B. Empty all waste receptacles and replace with liners. Leave in clean and sanitary condition.
 - C. Remove all pencil/ink marks on instructor's and student desks and tablet armchairs.
 - D. Vacuum traffic isles and other areas as necessary. Clean spots as required. Sweep with treated dust mop on resilient tile floors. Remove marks as required. Damp mop as required to maintain a clean appearance.
 - E. Spot clean glass partitions, doors and windows.
 - F. Straighten chairs and tables per instructions.
 - G. Close and lock all doors.
 - H. Turn off all lights.

2. Offices, Library, Conference Rooms
 - A. Vacuum all carpets. Clean spots as needed. Remove any gum.
 - B. Empty all wastebaskets. Replace liners daily. Damp wipe wastebaskets with a detergent/disinfectant as needed.
 - C. Remove smudges, finger marks and stains on doors, light switches and walls.
 - D. Dust mop vinyl and wood 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 lights.
 - H. Straighten areas per instructions.

NOTE THE FOLLOWING SERVICE IS TO BE PERFORMED IN REPEATED CYCLES BY THE DAY PORTER AND REPEATED EACH EVENING AT DAY'S END. ONE PORTER PER BUILDING MONDAY THROUGH FRIDAY.

3. Restrooms/Lavatories>Showers/Locker Rooms
 - A. All water used for cleaning or mopping must have a minimum of two ounces per gallon of hospital grade disinfectant.
 - B. Scrub entire toilet and urinal with brush and bowl 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, and sanitary napkin dispensers.
 - G. Empty all wastebaskets and receptacles. Sanitary napkin receptacles must be checked and washed, and bags must be replaced in receptacles.
 - H. Remove finger marks and writing on doors, light switches and all partitions and walls.
 - I. Disinfect all splashes on partitions.
 - J. Keep all slop sinks clean and all supplies neatly stacked.
 - K. Replace deodorant blocks as required.
 - L. Wash/scrub clean all graffiti from walls, partitions, etc.

- M. Contractor shall provide a daily sign-off sheet located in plastic sleeve within restrooms/lavatories/showers/locker rooms. Contractor personnel must initial time and date of completion of daily cleaning.

(END OF PORTER'S CYCLE)

- 4. Cafeterias
 - A. Wash and sanitize floor.
 - B. Empty and wash all trash containers. Spray and damp wipe inside and outside of trash containers with disinfectant and replace liners daily.
 - C. Clean and wash table tops and chairs.
 - D. Wash food and marks off walls, counters, vending machines and interior of microwave oven.
 - E. Arrange tables and chairs in orderly manner

- 5. Corridors/Circulation Areas, Entry Foyers/Stairways/Elevators/Front Lobby
 - A. Carpet to be vacuumed.
 - B. Damp mop floors as needed.
 - C. Dust mop vinyl floors and rubber stair treads. Damp mop to a clean and spotless condition.
 - D. Wash and wipe dry all hand rails.
 - 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 elevators. Wipe with a water based stainless steel cleaner. High speed burnish or refinish floors to maintain a clean and wet look appearance.
 - I. Remove debris from all containers and reline.

- 6. Loading Dock Area
 - A. "Break up" discarded cardboard containers and dispose of them in the recycle dumpster.
 - B. Straighten and sort all recycle barrels for easy access and removal.

- C. Stack all discarded pallets/skids.
 - D. Sweep clean and remove all other discarded debris.
7. Computer room/labs
- A. Empty/reline any waste paper//recycle bin as appropriate
 - B. Pick up and remove any debris on the floor
 - C. Dry mop or electrical broom all floor areas
 - D. Set chairs back neatly in front of tables
 - E. Wipe down chairs
 - F. Clean white boards and tray with appropriate cleaning solutions
 - G. Turn off light and lock room

8. Science labs

CAUTION EACH LAB MUST BE TREATED SEPERATELY TO PREVENT CROSS CONTAINATION. CLEAN MATERIALS AND PRODUCTS MUST BE USED IN EACH LAB EACH TIME

- A. Empty/ reline waste cans and recycle bin as appropriate
 - B. Wipe off lab benches being sure to use appropriate personal protection equipment and clothing
 - C. Wet mop floors being sure to discard water after each lab.
 - D. Wipe down stools/chairs if present
 - E. Set stools/chairs neatly back in position
 - F. Turn off lights and lock room
9. Public meeting spaces/Event Center/Conference room
- A. Empty waste cans and recycle container Reline as necessary
 - B. Pick up any debris from table/chairs floor
 - C. Vacuum entire carpet area.
 - D. Clean off any mounted white boards
 - E. Wipe down any permanent tables.
 - F. Set chairs and tables in reasonable order

B. Weekly

1. Dusting—Dust all offices, classrooms, circulation areas to include desks, chairs, file cabinets, book shelves, display cabinets, fire extinguishes, tops of bulletin boards and all reachable window sills, ledges and railings. Desks are to be cleared by owner.
2. Glass—Wash all interior and exterior lobby glass and door glass.
3. Stairways—Thoroughly mop and clean to spotless appearance.
4. Elevators—Tracks on all floors must be thoroughly vacuumed and damp wiped.
5. Mop vinyl floor with disinfectant in all science rooms.

C. Monthly

1. Carpet - clean open corridor area carpet in approved method.
2. Vinyl Tile—All areas including classrooms, hallways and labs must be high speed burnished or refinished to maintain a clean and wet appearance.
3. Restrooms—Clean and sanitize all walls, partitions, counters and surfaces except ceilings.
4. Wood Surfaces—Clean and wax.
5. Glass—Wash all office partitions.
6. Upholstered furniture public areas—Spot clean.
7. Vents and grilles—All wall and ceiling vents and grilles which either blow fresh air in or return air are to be thoroughly dusted, vacuumed and wiped clean.
8. Treat terrazzo floors per installer's recommendations.

D. Modified School Schedule

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

1. 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.
2. Desks/Chairs—Damp wipe all desks and chairs to clean, disinfect and remove any graffiti.

3. Wall/Base Molding—Spot clean all walls and base molding by removing stains, spills, residue, etc.
4. Carpeting—Twice yearly all carpeting must be rotary shampooed and water extracted. Spot and remove gum from carpets.
5. Doors—Wash doors, knobs, door pulls, push plates and kick plates.
6. Other—Any mutually agreed upon items that require attention.

15. WORK SCHEDULE

Contractor shall develop, submit for approval and maintain a detailed work schedule to perform all services addressing each in a manner to insure thorough cleaning. Area light shall be turned on and utilized only in the area of immediate work, and upon completion of work the contractor shall turn off all lights. Contractor shall, upon completion of work in each area, secure all doors, windows, and cabinets and lock as appropriate.

16. WASTE DISPOSAL

To control the security of the campus, contractor employees will only be allowed to remove the debris and recycling materials from the building at the end of the shift under supervision of the public safety department. All employees who leave the buildings during the shift must notify public safety and leave by a designated door. All waste, paper, 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 area designed for such purpose. Paper and other combustible debris shall be disposed of in waste containers located by loading docks off the ground floor. All recyclable materials shall be placed in containers provided by the college.

Recyclable office paper shall be stored in containers at strategic locations inside. The contents of these containers shall be transferred periodically to the main bins for recyclable paper and the main bins brought to the appropriate locations on the first floor for scheduled pick-ups. Material requiring hazardous waste pick-up should be removed and placed in containers provided by the College.

17. INSPECTION AND AUDITING

Contractor shall assign and maintain on premises a qualified supervisor (see section 6.A.1) to perform inspection services of the workforce and to guarantee compliance with the terms, conditions, and specifications of the contract. The College, at its discretion, will perform routine audits on performance of contract items. 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.

Contractor shall assign a qualified supervisor to meet with the appropriate College staff on a weekly basis for a mutually agreed upon time to review performance.

18. OCCUPANCY

Housatonic Community College reserves the right to occupy or allow use of any building, room or office as required. Contractor shall accommodate the College and arrange cleaning schedule to perform services accordingly. The College will attempt to notify contractor sufficiently in advance of occupancy so contractor can make necessary arrangements.

19. SECURITY

The contractor is responsible for training his/her employees in the security requirements of the college, and he/she is responsible for enforcing the security rules as they apply to his/her employees. All contractor employees will be requested to park their vehicles in a pre-designated area. Once their shift commences, they will not be allowed to leave the building until the completion of their shift.

At the beginning and end of their shift, they will be expected to punch in and out individually on a time clock provided by the contractor. All keys shall be returned to College security personnel. Subsequently, all contracted staff will leave the premises together.

In addition to any other security rules and regulations, the contractor shall inform his/her employees of the following:

- A. No guns, knives or other dangerous weapons are allowed on College property.
- B. No dangerous drugs or other prohibited substances, including alcohol, are allowed on College property.
- C. No unauthorized personnel, including children, shall be allowed on state property.
- D. All keys to the building will be furnished by the state to the contractor. All keys remain the property of the state and shall not be duplicated by the contractor or his/her employees. All keys shall be returned to the agency upon request. A charge will be assessed for any keys not returned. Contractor will assume cost of re-keying building(s) if keys are lost or stolen by him/her or his/her employees.
- E. The use of state telephones is strictly prohibited, except in an emergency situation.

PROPOSAL SUMMARY AND EVALUATION

The College reserves the right to accept or reject any and all bids, to waive any irregularities or informalities in any bid or the bidding process, to accept or reject any item or combination of items. Notwithstanding any other provision of any contract documents, the College specifically reserves the right to award this contract in its absolute discretion to the bidder that best serves the needs of the College.

The contractor agrees to provide all the necessary management expertise, coordinating experience, all materials, equipment and labor to perform the services in accordance with the terms and conditions contained within.

In order to be considered responsive, proposals must be complete with all the information requested in the specifications. The proposals will be evaluated under the following general criteria:

That the bidder has submitted all required information and that it is responsive to the detailed specifications for the service.

That the bidder has evidenced the capability to perform all the requirements within and has the facilities and financial resources to complete the services of the contract within the time parameters set by the College.

That the bidder has submitted evidence of prior experience in similar size and scope of service.

That the bidder has provided detailed satisfactory references of such prior service.

The contract will be awarded to the company that best meets the needs of the College in terms of these criteria.

Monthly contract price for the period January 1, 2013 to and including June 30, 2014.

\$ _____

Monthly contract price in words: _____

Total (18 month) single contract price for the period January 1, 2013 to and including June 30, 2014

\$ _____

Total (18 month) contract price in words: _____

Total proposed amount of the two daytime porters, one per building for the entire 18 month time period. This cost should also be included in the monthly and annual amounts.

Total monthly cost of daytime porters \$ _____

Company representative _____

(Signature)

Title _____

THIS PAGE MUST BE COMPLETED AND INCLUDED WITH ANY PROPOSAL

BID BOND

KNOW ALL MEN BY THESE PRESENTS, that we _____
as Principal, and _____

as Surety, are held and firmly bound unto the Housatonic 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 CONDITIONS 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 Principal is awarded the contract, and shall within the period specified therefore, or, if no period be 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 of the contract, or in the event of the withdrawal of said bid within the period specified or the failure to enter in 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 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, alterations or addition to the terms of the contract on the call for bids, or to the work to be performed thereunder, or the specifications accompanying 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-bond 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 Housatonic Community College by resolution passed _____, 20_____, has awarded to _____

hereinafter designated as the "Principal," a contract for the work described as follows:

WHEREAS, said Principal is required under the terms of said contract to 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 HOUSATONIC 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 well 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 its heirs, executors, administrators, successors or assigns, shall in all things 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 there in 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 stipulates and agrees that no change, extension of time, alteration or addition to the terms of the contract or to the work to be performed thereunder, or the specifications accompanying the same, shall in any 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 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, 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

STATE OF CONNECTICUT - AGENCY VENDOR FORM

IMPORTANT: ALL parts of this form must be completed, signed and returned by the vendor.

HCC 13-006

Read & Complete Carefully

SP-26NB-IPDF Rev. 4/10

COMPLETE VENDOR LEGAL BUSINESS NAME		Taxpayer ID # (TIN): <input type="checkbox"/> SSN <input type="checkbox"/> FEIN	
Write/Type SSN/FEIN Number Above			
BUSINESS NAME, TRADE NAME, DOING BUSINESS AS (IF DIFFERENT FROM ABOVE)			
BUSINESS ENTITY: <input type="checkbox"/> CORPORATION <input type="checkbox"/> LLC CORPORATION <input type="checkbox"/> LLC PARTNERSHIP <input type="checkbox"/> LLC SINGLE MEMBER ENTITY <input type="checkbox"/> NON-PROFIT <input type="checkbox"/> PARTNERSHIP <input type="checkbox"/> INDIVIDUAL/SOLE PROPRIETOR GOVERNMENT			
NOTE: IF INDIVIDUAL/SOLE PROPRIETOR, INDIVIDUAL'S NAME (AS OWNER) MUST APPEAR IN THE LEGAL BUSINESS NAME BLOCK ABOVE.			
BUSINESS TYPE: A. SALE OF COMMODITIES B. MEDICAL SERVICES C. ATTORNEY FEES D. RENTAL OF PROPERTY (REAL ESTATE & EQUIPMENT)			
E. OTHER (DESCRIBE IN DETAIL)			
UNDER THIS TIN, WHAT IS THE PRIMARY TYPE OF BUSINESS YOU PROVIDE TO THE STATE? (ENTER LETTER FROM ABOVE) →			
UNDER THIS TIN, WHAT OTHER TYPES OF BUSINESS MIGHT YOU PROVIDE TO THE STATE? (ENTER LETTER FROM ABOVE) →			
NOTE: IF YOUR BUSINESS IS A <i>PARTNERSHIP</i> , YOU MUST ATTACH THE NAMES AND TITLES OF ALL PARTNERS TO YOUR BID SUBMISSION.			
NOTE: IF YOUR BUSINESS IS A <i>CORPORATION</i> , IN WHICH STATE ARE YOU INCORPORATED?			
VENDOR ADDRESS		STREET	
		CITY	
		STATE ZIP CODE	
Add Additional Business Address & Contact information on back of this form.			
VENDOR E-MAIL ADDRESS		VENDOR WEB SITE	
REMITTANCE INFORMATION: INDICATE BELOW THE REMITTANCE ADDRESS OF YOUR BUSINESS. <input type="checkbox"/> SAME AS VENDOR ADDRESS ABOVE.			
REMIT ADDRESS		STREET	
		CITY	
		STATE ZIP CODE	
CONTACT INFORMATION: NAME (TYPE OR PRINT)			
1 ST BUSINESS PHONE:		Ext. #	HOME PHONE:
2 ND BUSINESS PHONE:		Ext. #	1 ST PAGER:
CELLULAR:		2 ND PAGER:	
1 ST FAX NUMBER:		TOLL FREE PHONE:	
2 ND FAX NUMBER:		TELEX:	
WRITTEN SIGNATURE OF PERSON AUTHORIZED TO SIGN PROPOSALS ON BEHALF OF THE ABOVE NAMED VENDOR			DATE EXECUTED
SIGN HERE			
TYPE OR PRINT NAME OF AUTHORIZED PERSON		TITLE OF AUTHORIZED PERSON	
IS YOUR BUSINESS CURRENTLY A DAS CERTIFIED SMALL BUSINESS ENTERPRISE? <input type="checkbox"/> YES (ATTACH COPY OF CERTIFICATE) <input type="checkbox"/> NO			
IS YOUR BUSINESS CURRENTLY A CT DOT CERTIFIED DISADVANTAGED BUSINESS ENTERPRISE (DBE)? <input type="checkbox"/> YES <input type="checkbox"/> NO			
IF YOU ARE A <i>STATE EMPLOYEE</i> , INDICATE YOUR POSITION, AGENCY & AGENCY ADDRESS			
PURCHASE ORDER DISTRIBUTION: (E-MAIL ADDRESS)			
NOTE: THE E-MAIL ADDRESS INDICATED IMMEDIATELY ABOVE WILL BE USED TO FORWARD PURCHASE ORDERS TO YOUR BUSINESS.			

ADD FURTHER BUSINESS ADDRESS, E-MAIL & CONTACT INFORMATION ON SEPARATE SHEET IF REQUIRED



**STATE OF CONNECTICUT
GIFT AND CAMPAIGN CONTRIBUTION CERTIFICATION**

Written or electronic certification to accompany a State contract with a value of \$50,000 or more in a calendar or fiscal year, pursuant to C.G.S. §§ 4-250 and 4-252(c); Governor M. Jodi Rell's Executive Orders No. 1, Para. 8, and No. 7C, Para. 10; and C.G.S. §9-612(g)(2)

INSTRUCTIONS:

Complete all sections of the form. Attach additional pages, if necessary, to provide full disclosure about any lawful campaign contributions made to campaigns of candidates for statewide public office or the General Assembly, as described herein. Sign and date the form, under oath, in the presence of a Commissioner of the Superior Court or Notary Public. Submit the completed form to the awarding State agency at the time of initial contract execution and if there is a change in the information contained in the most recently filed certification, such person shall submit an updated certification either (i) not later than thirty (30) days after the effective date of such change or (ii) upon the submittal of any new bid or proposal for a contract, whichever is earlier. Such person shall also submit an accurate, updated certification not later than fourteen days after the twelve-month anniversary of the most recently filed certification or updated certification.

- CHECK ONE:** Initial Certification 12 Month Anniversary Update (Multi-year contracts only.)
- Updated Certification because of change of information contained in the most recently filed certification or twelve-month anniversary update.

GIFT CERTIFICATION:

As used in this certification, the following terms have the meaning set forth below:

- 1) "Contract" means that contract between the State of Connecticut (and/or one or more of its agencies or instrumentalities) and the Contractor, attached hereto, or as otherwise described by the awarding State agency below;
- 2) If this is an Initial Certification, "Execution Date" means the date the Contract is fully executed by, and becomes effective between, the parties; if this is a twelve-month anniversary update, "Execution Date" means the date this certification is signed by the Contractor;
- 3) "Contractor" means the person, firm or corporation named as the contractor below;
- 4) "Applicable Public Official or State Employee" means any public official or state employee described in C.G.S. §4-252(c)(1)(i) or (ii);
- 5) "Gift" has the same meaning given that term in C.G.S. § 4-250(1);
- 6) "Principals or Key Personnel" means and refers to those principals and key personnel of the Contractor, and its or their agents, as described in C.G.S. §§ 4-250(5) and 4-252(c)(1)(B) and (C).

I, the undersigned, am a Principal or Key Personnel of the person, firm or corporation authorized to execute this certification on behalf of the Contractor. I hereby certify that, no gifts were made by (A) such person, firm, corporation, (B) any principals and key personnel of the person firm or corporation who participate substantially in preparing bids, proposals or negotiating state contracts or (C) any agent of such, firm, corporation, or principals or key personnel who participates substantially in preparing bids, proposals or negotiating state contracts, to (i) any public official or state employee of the state agency or quasi-public agency soliciting bids or proposals for state contracts who participates substantially in the preparation of bid solicitations or request for proposals for state contracts or the negotiation or award of state contracts or (ii) any public official or state employee of any other state agency, who has supervisory or appointing authority over such state agency or quasi-public agency.

I further certify that no Principals or Key Personnel know of any action by the Contractor to circumvent (or which would result in the circumvention of) the above certification regarding Gifts by providing for any other Principals, Key Personnel, officials, or employees of the Contractor, or its or their agents, to make a Gift to any Applicable Public Official or State Employee. I further certify that the Contractor made the bid or proposal for the Contract without fraud or collusion with any person.

CAMPAIGN CONTRIBUTION CERTIFICATION:

I further certify that, on or after December 31, 2006, neither the Contractor nor any of its principals, as defined in C.G.S. § 9-612(g)(1), has made any **campaign contributions** to, or solicited any contributions on behalf of, any exploratory committee, candidate committee, political committee, or party committee established by, or supporting or authorized to support, any candidate for statewide public office, in violation of C.G.S. § 9-612(g)(2)(A). I further certify that **all lawful campaign contributions** that have been made on or after December 31, 2006 by the Contractor or any of its principals, as defined in C.G.S. § 9-612(g)(1), to, or solicited on behalf of, any exploratory committee, candidate committee, political committee, or party committee established by, or supporting or authorized to support any candidates for statewide public office or the General Assembly, are listed below:

Lawful Campaign Contributions to Candidates for Statewide Public Office:

<u>Contribution Date</u>	<u>Name of Contributor</u>	<u>Recipient</u>	<u>Value</u>	<u>Description</u>

Lawful Campaign Contributions to Candidates for the General Assembly:

<u>Contribution Date</u>	<u>Name of Contributor</u>	<u>Recipient</u>	<u>Value</u>	<u>Description</u>

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

Printed Contractor Name

Printed Name of Authorized Official

Signature of Authorized Official

Subscribed and acknowledged before me this _____ day of _____, 20____.

Commissioner of the Superior Court (or Notary Public)



STATE OF CONNECTICUT
CONSULTING AGREEMENT AFFIDAVIT

Affidavit to accompany a bid or proposal for the purchase of goods and services with a value of \$50,000 or more in a calendar or fiscal year, pursuant to Connecticut General Statutes §§ 4a-81(a) and 4a-81(b). For sole source or no bid contracts the form is submitted at time of contract execution.

INSTRUCTIONS:

If the bidder or vendor has entered into a consulting agreement, as defined by Connecticut General Statutes § 4a-81(b)(1): Complete all sections of the form. If the bidder or contractor has entered into more than one such consulting agreement, use a separate form for each agreement. Sign and date the form in the presence of a Commissioner of the Superior Court or Notary Public. If the bidder or contractor has not entered into a consulting agreement, as defined by Connecticut General Statutes § 4a-81(b)(1): Complete only the shaded section of the form. Sign and date the form in the presence of a Commissioner of the Superior Court or Notary Public.

Submit completed form to the awarding State agency with bid or proposal. For a sole source award, submit completed form to the awarding State agency at the time of contract execution.

This affidavit must be amended if there is any change in the information contained in the most recently filed affidavit not later than (i) thirty days after the effective date of any such change or (ii) upon the submittal of any new bid or proposal, whichever is earlier.

AFFIDAVIT: [Number of Affidavits Sworn and Subscribed On This Day: ____]

I, the undersigned, hereby swear that I am a principal or key personnel of the bidder or contractor awarded a contract, as described in Connecticut General Statutes § 4a-81(b), or that I am the individual awarded such a contract who is authorized to execute such contract. I further swear that I have not entered into any consulting agreement in connection with such contract, except for the agreement listed below:

Consultant's Name and Title Name of Firm (if applicable)

Start Date End Date Cost

Description of Services Provided:

Is the consultant a former State employee or former public official? [] YES [] NO

If YES: Name of Former State Agency Termination Date of Employment

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

Printed Name of Bidder or Contractor Signature of Principal or Key Personnel Date

Printed Name (of above) Awarding State Agency

Sworn and subscribed before me on this ____ day of _____, 20__.

Commissioner of the Superior Court or Notary Public



STATE OF CONNECTICUT
AFFIRMATION OF RECEIPT OF STATE ETHICS LAWS SUMMARY

Written or electronic affirmation to accompany a large State construction or procurement contract, having a cost of more than \$500,000, pursuant to Connecticut General Statutes §§ 1-101mm and 1-101qq

INSTRUCTIONS:

Complete all sections of the form. Submit completed form to the awarding State agency or contractor, as directed below.

CHECK ONE:

- I am a person seeking a large State construction or procurement contract. I am submitting this affirmation to the awarding State agency with my bid or proposal. [Check this box if the contract will be awarded through a competitive process.]
- I am a contractor who has been awarded a large State construction or procurement contract. I am submitting this affirmation to the awarding State agency at the time of contract execution. [Check this box if the contract was a sole source award.]
- I am a subcontractor or consultant of a contractor who has been awarded a large State construction or procurement contract. I am submitting this affirmation to the contractor.
- I am a contractor who has already filed an affirmation, but I am updating such affirmation either (i) no later than thirty (30) days after the effective date of any such change or (ii) upon the submittal of any new bid or proposal, whichever is earlier.

IMPORTANT NOTE:

Within fifteen (15) days after the request of such agency, institution or quasi-public agency for such affirmation contractors shall submit the affirmations of their subcontractors and consultants to the awarding State agency. Failure to submit such affirmations in a timely manner shall be cause for termination of the large State construction or procurement contract.

AFFIRMATION:

I, the undersigned person, contractor, subcontractor, consultant, or the duly authorized representative thereof, affirm (1) receipt of the summary of State ethics laws* developed by the Office of State Ethics pursuant to Connecticut General Statutes § 1-81b and (2) that key employees of such person, contractor, subcontractor, or consultant have read and understand the summary and agree to comply with its provisions.

* The summary of State ethics laws is available on the State of Connecticut's Office of State Ethics website.

 Signature

 Date

 Printed Name

 Title

 Firm or Corporation (If applicable)

 Street Address

 City

 State

 Zip

 Awarding State Agency

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

(Revised 09/17/07)

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.

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 bidder's 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) (Page 2)

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.

MARKETING AND SALES: Occupations related to the act or process of buying and selling products and/or services such as sales engineer, retail sales workers and sales representatives including wholesale.

LEGAL OCCUPATIONS: In-House Counsel who is charged with providing legal advice and services in regards to legal issues that may arise during the course of standard business practices. This category also includes assistive legal occupations such as paralegals, legal assistants.

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, bill and account collectors, customer service representatives, dispatchers, secretaries and administrative assistants, computer operators and clerks (such as payroll, shipping, stock, mail and file).

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.

PRODUCTION WORKERS: The job titles included in this category are chemical production machine setters, operators and tenders; crushing/grinding workers; cutting workers; inspectors, testers sorters, samplers, weighers; precious stone/metal workers; painting workers; cementing/gluing machine operators and tenders; etchers/engravers; molders, shapers and casters except for metal and plastic; and production workers.

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

<p><u>White</u> (not of Hispanic Origin)- All persons having origins in any of the original peoples of Europe, North Africa, or the Middle East.</p> <p><u>Black</u>(not of Hispanic Origin)- All persons having origins in any of the Black racial groups of Africa.</p> <p><u>Hispanic</u>- All persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race.</p>	<p><u>Asian or Pacific Islander</u>- 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.</p> <p><u>American Indian or Alaskan Native</u>- All persons having origins in any of the original peoples of North America, and who maintain cultural identification through tribal affiliation or community recognition.</p>
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BIDDER CONTRACT COMPLIANCE MONITORING REPORT

PART I - Bidder Information

<p>Company Name Street Address City & State Chief Executive</p>	<p>Bidder Federal Employer Identification Number _____ Or Social Security Number _____</p>
<p>Major Business Activity (brief description)</p>	<p>Bidder Identification (response optional/definitions on page 1)</p> <p>-Bidder is a small contractor. Yes ___ No ___ -Bidder is a minority business enterprise Yes ___ No ___ (If yes, check ownership category) Black ___ Hispanic ___ Asian American ___ American Indian/Alaskan Native ___ Iberian Peninsula ___ Individual(s) with a Physical Disability ___ Female ___</p>
<p>Bidder Parent Company (If any)</p>	<p>- Bidder is certified as above by State of CT Yes ___ No ___</p>
<p>Other Locations in Ct. (If any)</p>	

PART II - Bidder Nondiscrimination Policies and Procedures

<p>1. Does your company have a written Affirmative Action/Equal Employment Opportunity statement posted on company bulletin boards? Yes ___ No ___</p>	<p>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 ___</p>
<p>2. Does your company have the state-mandated sexual harassment prevention in the workplace policy posted on company bulletin boards? Yes ___ No ___</p>	<p>8. Do you, upon request, provide reasonable accommodation to employees, or applicants for employment, who have physical or mental disability? Yes ___ No ___</p>
<p>3. Do you notify all recruitment sources in writing of your company's Affirmative Action/Equal Employment Opportunity employment policy? Yes ___ No ___</p>	<p>9. Does your company have a mandatory retirement age for all employees? Yes ___ No ___</p>
<p>4. Do your company advertisements contain a written statement that you are an Affirmative Action/Equal Opportunity Employer? Yes ___ No ___</p>	<p>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 ___</p>
<p>5. Do you notify the Ct. State Employment Service of all employment openings with your company? Yes ___ No ___</p>	<p>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 ___</p>
<p>6. Does your company have a collective bargaining agreement with workers? Yes ___ No ___</p> <p>6a. If yes, do the collective bargaining agreements contain non-discrimination clauses covering all workers? Yes ___ No ___</p> <p>6b. Have you notified each union in writing of your commitments under the nondiscrimination requirements of contracts with the state of Ct? Yes ___ No ___</p>	<p>12. Does your company have a written affirmative action Plan? Yes ___ No ___ If no, please explain.</p> <p>13. Is there a person in your company who is responsible for equal employment opportunity? Yes ___ No ___ If yes, give name and phone number. _____</p>

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 / use 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

Date:

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											
Marketing & Sales											
Legal Occupations											
Computer Specialists											
Architecture/Engineering											
Office & Admin Support											
Bldg/ Grounds Cleaning/Maintenance											
Construction & Extraction											
Installation, Maintenance & Repair											
Material Moving Workers											
Production Occupations											
TOTALS ABOVE											
Total One Year Ago											
FORMAL ON THE JOB TRAINEES (ENTER FIGURES FOR THE SAME CATEGORIES AS ARE SHOWN ABOVE)											
Apprentices											
Trainees											

*NOTE: JOB CATEGORIES CAN BE CHANGED OR ADDED TO (EX. SALES CAN BE ADDED OR REPLACE A CATEGORY NOT USED IN YOUR COMPANY)

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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