

# STATE OF CONNECTICUT

## DEPARTMENT OF TRANSPORTATION

### PROPERTY MANAGEMENT DIVISION

2800 Berlin Turnpike, Room 4435

PO BOX 317546

NEWINGTON, CT 06131-7546

Page 1 OF 2

THIS FORM AND  
REQUIRED PROPOSAL  
SCHEDULE FORMS  
MUST BE RETURNED

Terrence J. Obey  
Rights of Way Assistant Director

Telephone Number  
860-594-2462

**Read Carefully**

RFP NO: <b>ROW-003</b>	RFP OPENING DATE: <b>MARCH 22, 2013</b>	RFP OPENING TIME: <b>3:00 PM</b>	SURETY: <b>10%</b>	DATE ISSUED:
COMMODITY CLASS/SUBCLASS AND DESCRIPTION: <b>Property Management Services for 424 Chapel Street, New Haven</b>				
FOR: <b>Department of Transportation 2800 Berlin Turnpike Newington, CT</b>			TERM OF CONTRACT / DELIVERY DATE REQ'D: <b>NOVEMBER 1, 2013 THROUGH OCTOBER 31, 2018</b>	

**REQUEST FOR PROPOSALS:** Sealed proposals will be received by the Department of Transportation for the State of Connecticut, at the address above for furnishing the commodities and/or services herein listed.

**NOTE:** Proposer means Individual/Sole Proprietor, Partnership or Corporation name.

**IMPORTANT:** Both pages of this form, Sections 1 through 4 must be completed, signed and returned by the Proposer as part of the bid package. Failure to submit both pages constitutes grounds for rejection of your Proposal.

Section 1 of 4 - PROPOSER INFORMATION

COMPLETE PROPOSER NAME (TRADE NAME, DOING BUSINESS AS)		Type of ID # - <input type="checkbox"/> SSN <input type="checkbox"/> FEIN	
WRITE/TYPE SSN/FEIN NUMBER HERE			
PROPOSER ADDRESS	STREET	CITY	STATE ZIP CODE
CONTACT NAME (TYPED OR PRINTED)		TELEPHONE NUMBER (INCLUDE TOLL-FREE NUMBERS)	FAX NUMBER
WRITTEN SIGNATURE OF PERSON AUTHORIZED TO SIGN BIDS ON BEHALF OF THE ABOVE NAMED PROPOSER			DATE EXECUTED
← SIGN HERE			
TYPE OR PRINT NAME OF AUTHORIZED PERSON		TITLE OF AUTHORIZED PERSON	
PROPOSER E-MAIL ADDRESS		PROPOSER WEB SITE	
IS YOUR BUSINESS A: <input type="checkbox"/> PROPRIETORSHIP (INDIVIDUAL), <input type="checkbox"/> PARTNERSHIP OR <input type="checkbox"/> CORPORATION? (TYPE OF CORPORATION - _____)			
IS YOUR BUSINESS CURRENTLY A DAS CERTIFIED SMALL BUSINESS ENTERPRISE? <input type="checkbox"/> YES (ATTACH CERTIFICATE COPY TO RFP) <input type="checkbox"/> NO			
IF YOUR BUSINESS IS A PARTNERSHIP, YOU MUST ATTACH THE NAMES AND TITLES OF ALL PARTNERS TO THIS RFP WHEN RETURNED.			
IF YOUR BUSINESS IS A CORPORATION, IN WHICH STATE ARE YOU INCORPORATED?			
IF YOU ARE A STATE EMPLOYEE, INDICATE YOUR POSITION, AGENCY & AGENCY ADDRESS.			
IS YOUR BUSINESS REPORTABLE TO THE IRS? <input type="checkbox"/> YES <input type="checkbox"/> NO If YES, A 1099/W2 WILL BE MAILED TO YOU AT YEAR END.			
REMITTANCE INFORMATION: IN THIS BOX, INDICATE THE REMITTANCE ADDRESS OF YOUR BUSINESS IF DIFFERENT FROM ABOVE.			

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**DEPARTMENT OF TRANSPORTATION**  
**PROPERTY MANAGEMENT DIVISION**  
2800 Berlin Turnpike, Room 4435  
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RFP NO.

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Page 2 OF 2

Section 2 of 4 – IMPORTANT INFORMATION FOR  
PROPOSERS

**AFFIRMATION OF PROPOSER: The undersigned proposer affirms and declares:**

1. That this proposal is executed and signed by said proposer with full knowledge and acceptance of all the provisions included in this Request For Proposals and accepts that all of the provisions included are made a part of the contract.
2. That should any part of this proposal be accepted in writing by Contracting Officer within ninety (90) calendar days from the date of Proposal opening unless an earlier date for acceptance is specified by proposer in proposal schedule, said proposer will furnish and deliver the commodities and/or services for which this proposal is made, in the quantities and at the prices proposed, and in compliance with the provisions of the STANDARD BID AND CONTRACT TERMS AND CONDITIONS, COMMODITY SPECIFICATION, PROPOSAL SCHEDULE AND SPECIAL BID AND CONTRACT TERMS AND CONDITIONS. Should award of any part of this proposal be delayed beyond the period of ninety (90) days or an earlier date specified by proposer in proposal schedule, such award shall be conditioned upon proposer's acceptance.
3. Acceptance of the conditions set forth herein, agreement in strict accordance therewith, and will furnish and deliver the commodities and/or services to the state agency or agencies named in the PROPOSAL SCHEDULE at the prices proposed therein.
4. Should the Contracting Officer determine that proposer has not completed Section 3 - Proposer Debarment and/or Suspension included as part of this document, then such determination may be just cause for disqualification from the evaluation of this RFP.

Section 3 of 4 - PROPOSER DEBARMENT AND/OR SUSPENSION

The undersigned 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 the State of Connecticut or the Federal Government.

YES  NO

The undersigned 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 undersigned proposer and/or any company official or any subcontractor to the proposer and/or any company official *has* received notices of debarment and/or suspension from contracting with the State of Connecticut, other states within the United States or Federal Government, said notices must be attached to this document when submitting this proposal.

Number of notices attached \_\_\_\_\_

Section 4 of 4 – OTHER NOTICES

MAILING INSTRUCTIONS

If the proposal is sent via **A COMMERCIAL EXPRESS CARRIER**, please address proposal as follows:

The Department of Transportation  
Attn: Mr. Terrence J. Obey, Room 4435  
2800 Berlin Turnpike  
Newington, CT 06111

If the proposal is sent via **U. S. MAIL**, please address proposal as follows:

The Department of Transportation  
Attn: Mr. Terrence J. Obey, Room 4435  
P.O. Box 317546  
Newington, CT 06131-7546

If the proposal is being **HAND CARRIED**, please deliver to:

The Department of Transportation  
2800 Berlin Turnpike  
Newington, CT  
Attention Mr. Terrence J. Obey, Room 4435