



DEPARTMENT OF FINANCE  
OFFICE OF PURCHASING

April 15, 2013

<b>REQUEST FOR PROPOSALS RE: MULTI-FUNCTIONAL AUDIO/VISUAL AND COMMUNICATION SYSTEM FOR THE EMERGENCY OPERATIONS CENTER (EOC) - NEW NORWALK FIRE DEPARTMENT HEADQUARTERS FACILITY</b>		
<b>PROJECT NUMBER</b>	<b>3292</b>	<b>Document length - 97 pages</b>
<b>DUE DATE</b>	<b>2:00 PM</b>	<b>May 7, 2013</b>

Dear Sir/Madam:

The City of Norwalk Purchasing Department soliciting proposals for the design, supply and installation of a multi-functional audio/visual and communication systems for the Emergency Operations Center (EOC) of the new Norwalk Fire Headquarters. The approximate budget for this project is \$120,000.00 to \$150,000.00. Below is an outline of some of the requirements that apply specifically to this project. The specific requirements for this project are discussed in greater detail within Section 2 of this document.

**RFP DOCUMENTS** are available upon receipt of this invitation (if not attached) over the Internet at <http://www.norwalkct.org> Adobe Acrobat reader is required to view this document. If you do not have this software you may download it for free from Adobe. A link to the Adobe site is provided at the bottom of the Internet bid page.

A Pre-proposal conference will be held at 10:00am, April 23, 2013, at the Norwalk City Hall, 125 East Avenue, Norwalk Connecticut in conference room 101.

All questions regarding this Request For Proposal (RFP) must be directed in writing to, Gerald J. Foley, Purchasing Agent, via e-mail to [gfoley@norwalkct.org](mailto:gfoley@norwalkct.org) or fax number (203) 854-7817. The deadline for the submission of questions is 2:00PM, April 26, 2013.

Businesses, without fax or Internet access equipment, may contact the Purchasing Department at 203-854-7712 for any RFP information. Our fax number is 203-854-7817.

We would appreciate the courtesy of promptly advising us if you do not intend to respond. To properly maintain our records those firms who do not respond may be removed from our vendor records.

If, after review of the RFP documents, your firm is interested in performing the services specified, provide the information requested, sign and return the complete document, along with your detailed proposal, to the City of Norwalk Purchasing Department by the due date.

Sincerely,

Gerald J. Foley  
Purchasing Agent  
Phone (203) 854-7712, Fax 203-854-7817, E-mail [gfoley@norwalkct.org](mailto:gfoley@norwalkct.org)

## SECTION 1 - PROJECT SPECIFICATIONS

### 1.0 OVERVIEW

The City of Norwalk is an urban area with a diverse population of 85,000 residents with active commercial, industrial, recreational areas and marinas. It is a key part of a major transit corridor with almost 30 miles of I-95, Metro-North/Amtrak Rail lines into New York and port activity. Critical infrastructure sites include: Manressa Power Plant, King Chemical and Northrop-Grumman. To function through multiple operational periods, the Emergency Operations Center (EOC) must meet the needs of the staff and volunteers, including sleeping areas, breakout/meeting spaces, and canteen and media area.

A dedicated and functional EOC will strengthen and expand our training and preparedness programs. The Norwalk EOC sponsors local and regional training for programs, disaster exercises and meetings. The space will be used for programs to increase response and recovery capacity. The EOC will enable us to provide a comprehensive and community –based response system to use existing and new technology to meet the needs of the city.

The EOC we are building will be in the new Fire Headquarters facility which is well out of the flood zone and will have the enhanced security, power and space to ensure flexibility, collaboration and sustainability. While it can be used for multi-discipline responder training, the primary role of the space is an EOC and it will have the technology and resources ready to be operational immediately. We plan to use available technology to enhance communication and operations within the community and surrounding communities including video/conference calling to facilitate communication with the field and our regional and state partners. We will invest in a secure, wireless network and will use laptop tablets to enable team members to be better connected and be more effective without having to be connected to a fixed work station as the primary technology and communications platform.

The City of Norwalk is soliciting proposals from qualified firms to design, install, test, commission, train staff and provide a maintenance program for a "Turnkey" Audio/ Visual (A/V) system at newly constructed EOC to be located in the new Volk Fire Department Headquarters Building currently being built at 121 Connecticut Ave., Norwalk, CT.

The new EOC shall provide an effective multi-functional audio/visual and communications system. The chosen firm will provide a user friendly EOC environment that can facilitate day to day operations of an EOC as well as extended activation periods. The room should also be designed to act as a training room when not in emergency mode. Critical to incident mitigation is the ability for many different agencies to work together quickly and efficiently. The primary design requirements are real-time information sharing across multi-dimensional environments plus a control system that should be simple in operation but provide a broad control over media and electronic components.

Proposers qualifications and responses should demonstrate a successful track record of EOC or A/V projects that have implemented these primary design requirements. Chosen firm will provide a "turnkey system" installed to manufacturers specifications, industry standards, applicable codes and City of Norwalk contractual requirements.

The proposed budget for this project is \$120,000.00 to \$150,000.00 dollars.

For a firm to be considered for the engagement, one (1) original plus ten (10) copies of its proposal must be submitted to the City Purchasing Agent at the address below. The time and the date of deadline for the submission of proposals are outlined on the invitation page of this solicitation.

**City of Norwalk  
Purchasing Department, Room 103  
PO Box 5125, 125 East Avenue  
Norwalk CT 06856-5125**

Additional information about these services and other terms and conditions of the engagement are described below. The requested format and content of the proposals is described in later section of this RFP solicitation document.

The anticipated selection schedule is as follows:

Advertise RFP		April 15, 2013
Pre-Bid Conference:	One week	April 23, 2013
Deadline for Questions	Four days	April 26, 2013
RFP Responses:	Two weeks	May 7, 2013
RFP Evaluation	Three (3) days	May 10, 2013
RFP Interviews:	One Week	May 16, 2013
RFP Decision:	One Week	May 23, 2013

The successful Firm shall be expected to commence work on July 1, 2013 with substantial completion of the system completed on or before August 15, 2013.

The City of Norwalk reserves the right to reject any and all proposals submitted, to request additional information from all proposers, and to negotiate with one or more of the finalists regarding the terms of the engagement. The City intends to select the firm that, in its opinion, best meets the City's needs, not necessarily the firm whose fees are the lowest.

## **1.1 DESIGN CONCEPT AND CONSIDERATIONS**

The City's emergency operation facilities include the Emergency Operation Center (EOC), four supporting rooms and a facility headend room (room 124). The supporting rooms and the EOC area shall be configured to operate in a stand-alone mode for training and other Fire Department uses. However, during an emergency event, the EOC shall have the ability to interoperate with the supporting rooms. The overall intent is to enable the efficient collaboration with emergency related personnel or agencies. As such in an emergency condition, the intent is to have these support room areas function as sources and end-points to the EOC area. The Headend room shall house all of the audio and video routing, control processing and related support equipment.

The EOC and supporting rooms are as follows:

### ***1.1.1 Area One – Primary EOC Room - Room 119 - Design Considerations***

- A. Overview:** The EOC and the supporting rooms (Media Bay, Call Center, two (2) third floor conference rooms) will both transmit to and receive information from the Headend Room. Each space shall be capable of operating as an independent room utilizing local in-room sources for display within each space, and as transmit site

providing in-room source content to the EOC and the other supporting spaces and finally as a receiving site that obtains source content from the EOC and the other supporting rooms.

**B. Room Description:** The Primary EOC Room is approximately 950 square feet. This room will include a main seating area and central podium with centralized controls. Primary audio/visual communication, video distribution, video displays and media sources will be routed here and then distributed to other areas. The room is expected to support 35-40 persons. Four (4) commercial grade quality LCD displays are to be seamlessly integrated to cover an approximate twelve foot portion of the front wall area. Two (2) additional 52” commercial grade quality LCD displays are to be positioned on the front wall area augmenting the main displays (one display in the far left corner, the other display in the far right corner). It is anticipated that an equipment cabinet shall be installed in the front of the room where the PC, local display, keyboard, mouse and Blu-ray (DVD) player are to be located. The podium shall be supplied and positioned at the front of the room slightly to the left of displays and should support connectivity of a laptop, HDMI, VGA, analog audio and AC power at an input plate in the top of the podium. In addition to the podium inputs, auxiliary input connectivity is to be provided at wall plate in an area adjacent to the podium for additional media source devices. New ceiling speakers are to be provided and installed. In room microphones [two (2)] should be included for recording and voice and video conference. An in-wall touch panel is to be located in the front wall area in close proximity to the podium and a wireless control provided that duplicates the control functionality of the wired in-wall panel

**C. Functional Overview of EOC:** The Emergency Operations Center (EOC) is intended to support two primary operational conditions. The EOC shall act as the central hub in the case of an emergency event as well as the Fire Department’s primary training facility. The operations of the EOC will be more technically advanced than the Training mode so EOC functions are detailed below.

Emergency Operation Mode Overview: When the Emergency Operations mode is selected, the audio visual system display capability expands from the large projected image only to the other independently operated commercial grade quality LCD displays within the room. The content shown on the projected image is to include one source at full screen or up to four sources in a quad-split format. In addition to the available source devices in the training mode, available source devices from the supporting rooms are also selectable for the EOC display and or audio distribution. In the EOC mode, EOC source video will be selected for display independently from the audio source selection. Output assignment and the dedicated EOC room devices are to be controlled from the in-wall touch panel or the wireless controller device. In the emergency mode, the operator shall have the ability to route any of the video sources to any of the EOC and or EOC supporting room displays. Inputs and outputs shall be recordable for incident documentation and after action review.

Inputs:

- Television
- Computer Data
- Web content
- CCTV

Telephone  
Video conferencing  
Radio Transmissions

Outputs  
CCTV  
Data  
Web Content  
Video Conferencing

**D. Displays:** The following display devices are to be provided and installed:

- Four (4) commercial grade quality LCD displays behind podium. The commercial grade display should be seamlessly integrated display panels that cover the entire wall area, which is approximately 12 feet in overall width;
- Two (2) additional 52" commercial grade quality LCD displays capable of augmenting the main panel display on the wall behind the podium;
- Two (2) commercial grade quality ceiling mounted projectors capable of displaying various types of media with sufficient brightness without dimming the room lights. Installation will include all required mounting hardware;

**E. Media Sources:** The following media source devices are to be provided and installed:

- One (1) dedicated computer device [(Dell Model E6430 (19" display monitor, keyboard, mouse and HDMI video output) or tablet equivalent as an alternate], interfaced with the audio visual system via a digital media (DM) transmitter;
- Two (2) Blu-ray/DVD players with rs-232 controls and HDMI outputs connected to the audio visual system with HDMI and rs-232 transmitter and receiver pairs (to be located in an equipment cabinet);
- One (1) podium laptop input plate supporting digital and analog signal types (VGA/ 3.55mm stereo audio and HDMI) with a DM transmitter which connectors as CAT 5/6 to a plate on the front wall area;
- Four (4) port DM transmitter multi-signal input wall plate that supports digital and legacy connectivity ( HDMI, VGA with analog 3.5mm stereo audio, component/s-video/composite with RCA audio) to be located on the front wall area in proximity to the podium input wall plate;
- Twenty –five (25) laptop inputs from two-gang DM wall and floor plate transmitter devices that will support digital signal and legacy connectivity (HDMI, VGA with analog 3.5mm stereo audio), one (1) at each of the ten (10) laptop locations; Four (4) television signal control boxes programmed to receive pre-set television stations;
- Window based processor quad-split device to enable the viewing of up to four (4) of other available sources simultaneously.

- F. Audio:** Available media source audio is to be distributed to six (6) commercial grade quality flat field speakers that provide complete coverage and an appropriate commercial grade amplifier to support sufficient and intelligible audio in the room without distortion. In training session mode, audio will follow the selected video source. When the audio visual system is set to run in emergency mode, audio selection is to be independent of the video selection. Room volume of program audio is to be provided from a hard-wired in-wall touch panel device and a wireless device.
- G. Processing and Routing:** When in the training session mode, only the in-room PC, Blu-ray DVD players, podium laptop, TV signal control boxes or any suitable device connected to multi-input front wall plates is available to be selected for display. In the emergency operations mode, the operator must be afforded the ability to select from the room dedicated media sources as well as current sources provided from any one of the other supporting rooms. Additionally, in the emergency operations mode any media source may be routed to any EOC display. Each of the LCD displays will show the selected source. The project image output is to be programmed to support either one (1) source in a full screen layout or to support up to four (4) source sources simultaneously in a quad split view based on the selection of available devices from the touch panel. A high definition quad-split windows based processor device is to be provided. Such device should support DVI connectivity, rs-232 control, with significant frame rate speed and should be installed in the Headend room area. All signals are to be routed as digital with appropriate input / output cards, transmitters, receivers and scaler devices.
- H. System Control:** Appropriate equipment and sufficient programming is to be provided, installed and testes to allow complete system control and functionality as outlined above, including:
- One (1) Creston 15” touch panel with an in-wall mounted back box and an adequate power supply. The touch panel device is to have the ability to access the system control processor installed in the Headend room over the audio visual network;
  - One (1) wireless access point to allow the audio visual system to be controlled via a wireless WiFi device (ex. Apple iPad);
  - One (1) low voltage control interface to enable system control of the ceiling mounted projector system;
  - Main Remote Control Functions:
    - System: on, off
    - Room function (use mode selection): Training, EOC mode
    - System default settings
    - Audio selection mode: ability to activate in EOC mode to allow for the manual selection of audio sources

- Audio system volume: increase, decrease , mute
- Video projector: on, off, picture mute
- LCD display(s): on, off
- Projected image layout: One (1) source at full screen or up to four (4) simultaneous sources applied to a quad-split layout.
- Media audio system volume: increase, decrease, mute
- System input selection of source devices is expected to follow the functionality outlined above for each mode: Training, EOC
- DVD transport control: Play, Stop, Search Forward, Search Backward, Skip Forward, Skip Backward, Cursor Up, Cursor Down, Cursor Right, Cursor Left, Select, Menu, Title.
- Television channel select: preset channels, channel up, channel down
- Automatic System Shutdown
- Touch panel pages available over the network from local PC by an authorized user.

**I. Other:**

- Provide one (1) podium. Podium should be configured to be moveable and positioned in multiple positions in the room. Podium should contain main control functions audio, video, room utilities. Main control functions will also need to be supported at least two locations in the room. Podium should accommodate ADA requirements and provide media input panels for digital display inputs such as Display Port TM, HDMI ad DVI-DF. Wired and wireless transmitters will capture and send presenter messages to the distribution system. Provide appropriate system connections and integration for a Guest laptop or tablet computer in convenient proximity to the podium.
- A/V distribution shall be capable of supporting laptop and tablet devices.
- Video and audio distribution should support in-facility and remote input and output. A minimum of two (2) commercial grade quality audio system microphones and speakers will support room audio in a clear fashion and with the ability to be controlled at multiple points.
- Video distribution systems shall accommodate importing images from the city's surveillance cameras, television tuners, user stations, podium, internet (ex. video conferencing), various facility media players. System shall have auxiliary inputs that shall be selectable for viewing on the main display as well as other operational displays.

1.1.2 Area Two – Media Room - Room 115 - Design Considerations

- A. Media Room Description:** The media Room is approximately 1,000 square feet. During the EOC operation the room will support the media and be designated as a media room. This room may support 30-35 persons. This room will also act as a work space during operation. Two (2) LCD displays are to be installed on opposing wall areas of the room. A vendor supplied computer device (Dell Model E6430 or tablet equivalent as an alternate) will distribute video and audio content. Four (4) flat-field ceiling mounted speakers with an amplifier is to be provided. An in-wall touch panel shall be conveniently located within the room to support the system controls.
- B. Functional Overview of Media Room:** A vendor supplied laptop device [(Dell Model E6430 (19" display monitor, keyboard, mouse and HDMI video output) or tablet equivalent as an alternate] will distribute video and audio content to the Headend area for distribution to the local LCD Displays and new ceiling speakers. From the touch panel the local operator shall have the ability to activate or deactivate the interoperability mode with the Primary EOC area as well as selecting the available media source devices.

Inputs:

- Television
- Computer Data
- Web content
- CCTV
- Telephone
- Video conferencing
- Radio Transmissions

Outputs

- CCTV
- Data
- Web Content
- Video Conferencing

- C. Displays:** Supply and install Two (2) 52" commercial grade quality LCD displays mounted on tilt wall brackets.
- D. Media Sources:** Content will be provided by the in-room computer device. The computer device shall connect to a wall plate DM transmitter via either digital or legacy analog (HDMI or VGA/3.5mm analog stereo). The DM transmitter is to be connected to an associated input module in the Headend matrix. Content from the Headend matrix will be sent over commercial grade quality category 6 cabling to a receiver mount behind the LCD displays.
- E. Audio:** Available media source audio will be distributed to new ceiling mounted speakers. The speakers will be commercial grade flat-field, wide coverage, with suitable amplifier to supply sufficient power and appropriate intelligibility in the room area. Volume control shall be available from the in-wall touch panel.

**F. System Control:** the local touch panel shall communicate with the controller located in the Headend room. In training mode, the local PC is available as the room source. When Emergency Operations Mode is selected in the room, either the in-room source information or the information currently displayed on the primary EOC displays may be viewed in this room.

- One (1) Creston 6” touch panel with an in-wall mounted back box and an adequate power supply. The touch panel device is to have the ability to access the system control processor installed in the Headend room over the audio visual network;
- Main Remote Control Functions:
  - System: on, off
  - Room function (use mode selection): Training, EOC mode
  - Audio system volume: increase, decrease , mute
  - LCD display(s): on, off
  - System input selection of source devices is expected to follow the functionality outlined above for each mode: Training, EOC
  - Television channel select: preset channels, channel up, channel down
  - Automatic System Shutdown
  - Touch panel pages available over the network from local PC by an authorized user.

**G. Other:**

- Video distribution systems shall accommodate importing images from the city's surveillance cameras, television tuners, user stations, podium, internet (ex. video conferencing), various facility media players. System shall have auxiliary inputs that shall be selectable for viewing on the main display as well as other operational displays.
- Functionality must not interfere with the independent operation of the main EOC room

### *1.1.3 Area Three - Call Center – Room 116 - Design Considerations*

**A. Media Room Description:** The Call Center room is approximately 420 square feet. This area will support call center personnel and operation. This room may support four (4) people. Two (2) 52” commercial grade quality LCD displays are to be installed on the front wall areas of the room. A vendor supplied laptop device will distribute video and audio content will distribute video and audio content to the Headend area for distribution to the local LCD Displays and new ceiling speakers. Two (2) flat-field ceiling mounted speakers with an amplifier is to be provided. An in-wall touch panel is to be conveniently located within the room to support system controls.

**B. Functional Overview of Call Center Room:** A vendor supplied computer device (Dell Model E6430 or tablet equivalent as an alternate) shall distribute video and audio content will distribute video and audio content to the Headend area for distribution to the local LCD Displays and new ceiling speakers. From the touch panel the local operator shall have the ability to activate or deactivate the interoperability mode with the Primary EOC area as well as selecting the available media source devices.

*Inputs:*

Television  
Computer Data  
Web content  
CCTV  
Telephone  
Video conferencing  
Radio Transmissions

*Outputs*

CCTV  
Data  
Web Content  
Video Conferencing

**C. Displays:** Supply and install two (2) 52” commercial grade LCD displays mounted on tilt wall brackets.

**D. Media Sources:** Content will be provided by the in-room computer device. The computer device shall connect to a wall plate DM transmitter via either digital or legacy analog (HDMI or VGA/3.5mm analog stereo). The DM transmitter is to be connected to an associated input module in the Headend system matrix. Content from the Headend matrix will be sent over commercial grade quality category 6 cabling to a receiver mount behind the LCD displays.

**E. Audio:** Available media source audio will be distributed to new ceiling mounted speakers. The speakers shall be commercial grade quality flat-field, wide coverage, with suitable amplifier to supply sufficient power and appropriate intelligibility in the room area. Volume control shall be available from the in-wall touch panel

**F. System Control:** the local touch panel shall communicate with the controller located in the Headend room. In training mode, the local PC is available as the room source. When Emergency Operations Mode is selected in the room, either the in-room source information or the information currently displayed on the primary EOC displays may be viewed in this room.

- One (1) Creston 6” touch panel with an in-wall mounted back box and an adequate power supply. The touch panel device is to have the ability to access the system control processor installed in the Headend room over the audio visual network;
- Main Remote Control Functions:
  - System: on, off
  - Room function (use mode selection): Training, EOC mode
  - Audio system volume: increase, decrease , mute

- LCD display(s): on, off
- System input selection of source devices is expected to follow the functionality outlined above for each mode: Training, EOC
- Television channel select: preset channels, channel up, channel down
- Automatic System Shutdown
- Touch panel pages available over the network from local PC by an authorized user.

**G. Other:**

- Video distribution systems shall accommodate importing images from the city's surveillance cameras, television tuners, user stations, podium, internet (ex. video conferencing), various facility media players. System shall have auxiliary inputs that shall be selectable for viewing on the main display as well as other operational.
- Functionality must not interfere with the independent operation of the main EOC room.
- Space shall be configured so outputs/data can be displayed in other spaces detail in this section

*1.1.4 Areas Four and Five – Conference Room (Third Floor) – Room 323 and room 329 - Design Considerations*

**A. Conference Room Description:** These conference rooms are approximately 500 square feet (room 323) and 200 square feet (room 329). These conference room areas will support EOC operation. These conference rooms may support 5-10 persons. Each conference is to be equipped with One (1) LCD display installed on the front wall areas of the room. A vendor supplied laptop device (Dell Model E6430 or tablet equivalent as an alternate). Two (2) flat-field ceiling mounted with an amplifier is to be provided. An in-wall touch panel is to be conveniently located within the room to support system controls. These conference rooms shall serve and executive or task specific work space and shall have availability to display all inputs from head end. Space shall be configured so that outputs can be displayed in other spaces detailed below.

**B. Functional Overview of Call Center Room:** A vendor supplied laptop device (Dell Model E6430 or tablet equivalent as an alternate) will distribute video and audio content to the Headend area for distribution to the local LCD Displays and the speakers. From the touch panel the local operator shall have the ability to activate or deactivate the interoperability mode with the Primary EOC area as well as selecting the available media source devices.

*Inputs:*

- Television
- Computer Data
- Web content
- CCTV
- Telephone

Video conferencing  
Radio Transmissions

*Outputs:*

CCTV  
Data  
Web Content  
Video Conferencing

**C. Displays:** Supply and install One (1) 52” commercial grade quality LCD display mounted on tilt wall brackets for each conference room area.

**D. Media Sources:** Content will be provided by the in-room computer device. The computer device shall connect to a wall plate DM transmitter via either digital or legacy analog (HDMI or VGA/3.5mm analog stereo). The DM transmitter is to be connected to an associated input module in the Headend matrix. Content from the Headend matrix will be sent over commercial grade quality category 6 cabling to a receiver mount behind the LCD displays.

**E. Audio:** Available media source audio will be distributed to the new ceiling mounted speakers. The speakers will be commercial grade quality flat-field, wide coverage, with suitable amplifier to supply sufficient power and appropriate intelligibility in the room area. Volume control shall be available from the in-wall touch panel

**F. System Control:** the local touch panel shall communicate with the controller located in the Headend room. In training mode, the local PC is available as the room source. When Emergency Operations Mode is selected in the room, either the in-room source information or the information currently displayed on the primary EOC displays may be viewed in this room.

- One (1) Creston 6” touch panel with an in-wall mounted back box and an adequate power supply. The touch panel device is to have the ability to access the system control processor installed in the Headend room over the audio visual network;
- Main Remote Control Functions:
  - System: on, off
  - Room function (use mode selection): Training, EOC mode
  - Audio system volume: increase, decrease , mute
  - LCD display(s): on, off
  - System input selection of source devices is expected to follow the functionality outlined above for each mode: Training, EOC
  - Television channel select: preset channels, channel up, channel down
  - Automatic System Shutdown
  - Touch panel pages available over the network from local PC by an authorized user.

**G. Other:**

- Video distribution systems shall accommodate importing images from the city's surveillance cameras, television tuners, user stations, podium, internet (ex. video

conferencing), various facility media players. System shall have auxiliary inputs that shall be selectable for viewing on the main display as well as other operational.

- Functionality must not interfere with the independent operation of the main EOC room.
- Space shall be configured so outputs/data can be displayed in other spaces detail in this section
- Video conferencing shall also be provided in conference Room 329

#### 1.1.5 Headend room – Room 124 - Design Considerations

- A. Headend Room Description:** Room 124 is approximately **88** square feet. Room 124 is currently programmed to provide a local space for the A/V system head end and rack equipment and as a termination point for A/V cabling. Specific A/V systems electrical and other utility considerations will be coordinated with project team
- B. Audio Visual System Rack:** Supply an appropriate full height equipment rack for the audio visual system.
- C. Router:** A commercial grade quality digital media matrix router frame is to be provided and configured to distribute all audio, video and related control signals to and from the primary EOC area and all of the supporting rooms defined herein. This route shall be installed in the equipment rack for the audio visual system and is to be populated with the appropriated type and quantity of input and output cards to fully support the functionality described to allow for interfacing to each of the room areas. For appropriate signal transport the use of fiber optic cabling is preferred to improve reliability and processing speed.
1. Inputs – provide a breakdown of the quantity and type that you are proposing for this design configuration.
  2. Outputs – provide a breakdown of the quantity and type that you are proposing for this design configuration.
- D. Processing:** Provide and install one (1) commercial grade quality RGB spectrum hi-definition quad split windows in the equipment rack.
- E. Audio:** Provide a commercial grade quality audio amplifier in the equipment rack.
- F. System Control:** Provide a commercial grade quality control processor and Dlink managed switch in the equipment rack. The control processor provided shall utilize the latest technology and is to be fully compatible with the other components of the system. One (1) wireless access point (WAP) is to be provided and installed in the primary EOC room to support the wireless control of the system. Provide the appropriate rack mounts, connectivity hardware and Ethernet functionality to support the intended use
- G. Equipment Rack, Miscellaneous Connectors and Cabling:** Ensure that the equipment rack is properly equipped with sufficient access, side panels and fans to support and allow for the reliable use of the proposed audio visual system. Additional supplied components should include power conditioning, power distribution and UPS/power

management with temperature probes. UPS and power management devices are to remotely controllable from the audio visual control system and network connections via a web interface to allow for effective operation, monitoring and serviceability that are suitable for this application. Copper ,fiber cabling and related connectors are to be of commercial grade quality.

1.1.6 Additional technical A/V systems design considerations:

- Secure guest access during operation
- Support mobile devices and cellular service providers
- Support streaming video and multiple video formats both internal and external sources
- Analog and digital voice (VoIP) applications
- Integration with amateur radio systems
- Integration with city security, traffic and surveillance cameras

All the identified rooms A/V systems physical layer cabling , connections, mounting hardware, racks, active equipment, projectors, whiteboards, speakers, microphones, management software and furniture integration will be part of the chosen firms scope to furnish and install.

EOC furniture space planning is programmed to facilitate and provide optimal viewing for A/V distribution and will require coordination with the current architectural room components. Furniture system is being purchased by the City under a separate contract. Current furniture is designed to be Tayco modular furniture. Selected firm will coordinate cabling distribution with furniture vendor.

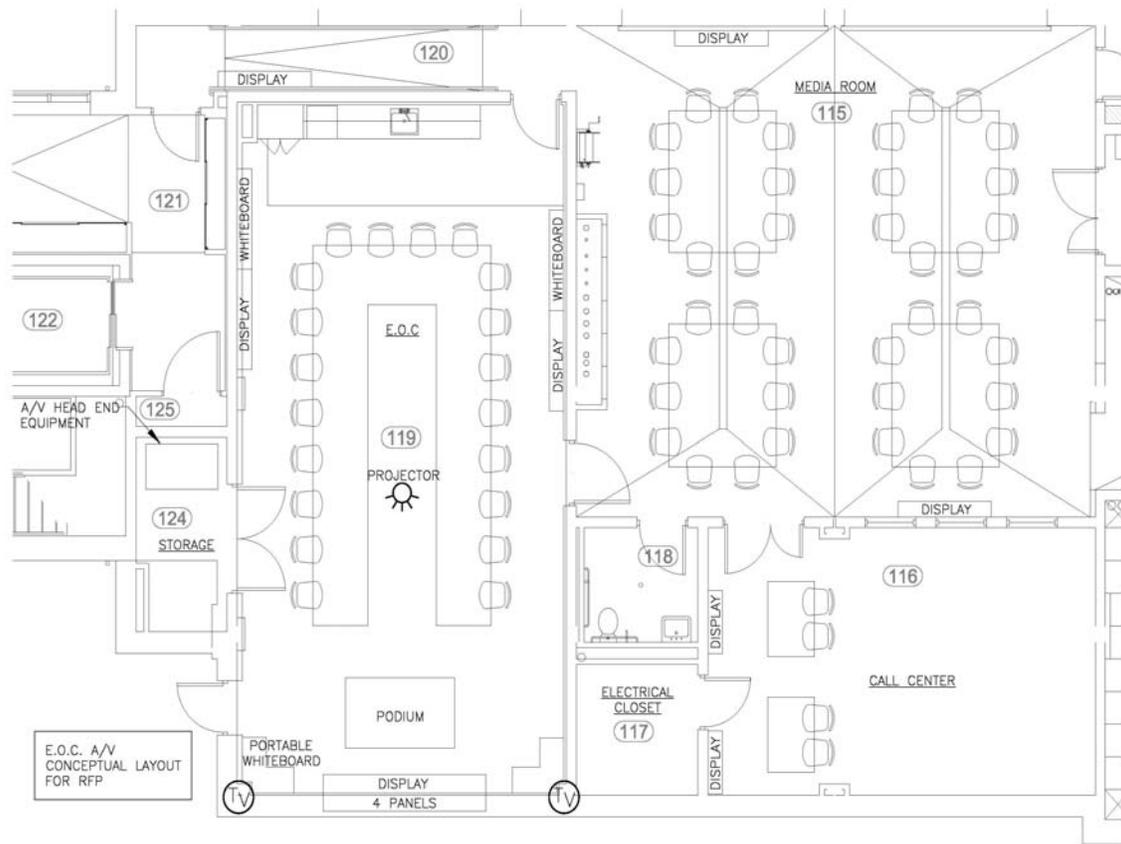
The main EOC room has raised floor system. Under floor area will accommodate A/V cable distribution and add to the modular concept of the room. However, modifications to the room that are not part of the core and shell can be discussed if they provide a positive financial impact and technical merit to the overall project. Selected vendor will work with current construction manager, architects and engineers to coordinate utility needs and construction timelines for completion.

A new data center is located directly above the EOC. City wide area network (WAN) and metropolitan area network (MAN) connections will be available. These connection are in close proximity to the EOC space.

City agencies such as Police, EMS, Information Technology and Public Works will be part of the integration plans.

EOC Software vendors are WebEOC ([www.webeoc.com](http://www.webeoc.com)) and Recovers ([www.recovers.org](http://www.recovers.org)). Please note in your response if you have experience with these software products.

## 1.2 CONCEPTUAL LAYOUT



## 1.3 WORK INCLUDED

The successful Firm shall be required to provide all equipment, programming, implementation services and infrastructure as required by provide a fully functional audio visual system.

The successful Firm shall be required to provide and install all required materials for the structural attachment and mounting of all audio visual system components including, but not limited to, video projectors, LCD (LED) displays and speakers.

The successful Firm shall be required to provide and install planned power, boxes, conduit, raceways and cabling to support the proposed audio visual system.

The successful Firm shall be required to provide any and all cabinetry, casework and system rack units. LAN provisioning and network connectivity will be provided for the City.

## 1.4 SYSTEM PERFORMANCE EXPECTATIONS

- A. The successful Firm shall provide the equipment, materials, cable, and labor to design, fabricate, assemble, mount, terminate, test, adjust, document and warrant the audio system as proposed and to train the facility operator's personnel in the proper operation and maintenance of the audio visual system
- B. All systems proposed shall be complete, including any materials not specifically called out within this RFP solicitation document to provide a fully functioning audio visual system operating to industry standard performance levels.

- C. Install all materials and system components in a neat and professional manner. Final appearances and finishes shall be solely subject to the approval of the City.
- D. System acceptance is solely contingent upon the City's inspection and verification that all proposed equipment has been provided and that all work, including documentation has been completed in accordance with the City's requirements.

## **1.5 QUALITY ASSURANCE**

### **A. FIRM'S QUALIFICATIONS**

1. The successful Firm shall be in business for five (5) years or longer, shall be primarily engaged in the supply, installation, and maintenance of commercial grade quality audio visual systems and shall be certified as an authorized dealer in good standing by the manufacturers of the major equipment components for the supply, installation, and maintenance of all proposed materials and equipment. Such experience **MUST** include work in mission critical environments utilizing similar equipment. Additionally, any specific EOC projects should be part of the submitted proposal content.

Vendor shall be required to have factory training and certification in all components of the proposed systems. This will include but not be limited to the following certifications and accreditations:

- Must have at least (4) Certified Technical Specialist's (CTS) on staff
  - Must have (1) Certified Technical Specialist Designer on staff
  - Must be a certified dealer for Crestron and Extron Electronics
  - Must be authorized as a Certified Crestron Services Provider (CSP) with in-house programming capabilities and DMC-D and DMC-T certifications at a minimum.
2. The successful Firm shall employ factory-trained personnel for the assembly, installation, and maintenance of the proposed systems and shall maintain a service facility within a reasonable driving distance of the project site, with full-time service technicians, service manual and test equipment sufficient to efficiently repair these systems and their compromising elements in a timely manner.
  3. The successful Firm shall assign to the project at least one (1) technician that is certified in the field of low voltage electronic communication systems or is a certified installation technician.
  4. The successful Firm shall provide verification of their capability to successfully complete this project.
  5. The successful Firm shall all appropriate certifications associated with installing and terminating the cabling associated with this project.

**B. SUBCONTRACTOR QUALIFICATIONS**

1. Any subcontractors employed to perform any portion of the scope of work required for this project must be indentified in the submittal documents. Such subcontractors are subject to the approval of the City.

**C. PROPOSED EQUIPMENT – MANUFACTURER QUALIFICATIONS**

1. All manufacturer-provided equipment shall be standard commercial grade quality products employed in similar installations and shall have been available for installation over a period of two or more years except as otherwise noted.
2. The proposed manufacturers shall have been in business for five (5) years or longer and shall be firms whose primary function is to manufacture commercial grade quality audio, video and control products. Such manufactures shall have franchise contractors for the supply, installation, and maintenance of their products and shall provide contractor support services to include the service and maintenance manuals, schematic information and part lists, maintenance of a factory stock of replacement parts, and factory repair services.

**1.6 SYSTEM IMPLEMENTATION EXPECTATIONS**

- A. The proposed audio visual system shall be fabricated in the successful Firm’s facility and a factory acceptance test is to be performed the proposed audio visual system and fully documented prior the on-site system installation process. System drawings and any other system supporting documentation shall be utilized on-site to govern the cable labeling process. The City is to received prior notification as to the proposed date of the commencement of the fabrication of the proposed audio visual system and of the factory acceptance testing process and may elect to the review the process.
- B. The successful Firm shall furnish and perform the work in strict accordance with the latest revisions of all applicable codes and standards including the National Electrical Code.
- C. The successful Firm shall perform a site acceptance test duplicating, as is appropriate, the testing criteria of the factory acceptance testing process. Such testing is to be performed and fully documented by the successful Firm upon completion of the final system set-up and adjustment prior to commissioning.

**1.7 WARRANTY EXPECTATIONS**

- A. *The system warranty shall include the following:*
  1. The warranty period shall commence upon the completion of the site acceptance test. The site acceptance test shall serve as verification that the proposed audio visual systems are operational, installed per the proposed shop drawing reviewed and approved by the City.
  2. The successful Firm shall guarantee to repair or replace any defects in the materials, workmanship or performance of the installed systems or their compromising components at no additional cost to the City.

3. The successful Firm shall make best effort attempts to provide temporary replacement equipment of a similar nature if repairs to the defective item cannot be completed within two (2) business days.
4. The successful Firm shall respond with remedy to request for service within one (1) business day, during normal business hours being Monday through Friday from 08:30am to 05:00pm. Provide the City with contact information to facilitate the placement of service requests at any time. This requirement applies from the date of substantial completion and continues for three-hundred and sixty-five (365) days following the final acceptance of the system.
5. The warranty shall remain in effect for a period of one (1) year from the date of the system acceptance except for equipment items whose manufacturer's warranties exceed this warranty period. These manufacturers' warranties shall remain in effect beyond the one-year system warranty period. The successful Firm shall submit a schedule of all manufacturer warranties covering parts and labor for all of the equipment supplied.

*B. Submit for consideration as a component of the proposal submission a post-warranty service and preventative maintenance agreement for the (1) second year (months 13 through 24, after system acceptance; (2) third year (months 25 through 36, after system acceptance; (3) fourth year (months 37 through 48, after system acceptance; (4) five year (months 49 through 60, after system acceptance; and related costs. Such agreement(s) should include:*

1. Guarantee to repair or replace any defects in materials, workmanship and adjustment of the installed systems or their compromising components on a time-plus-materials basis.
2. Always replace any temporary component with the original component after the repair. During repair process utilize temporary labels to match the original labeling configuration as is practical.
3. Provide response to requests for service on a timely basis, committing to a response time of one (1) business days.
4. Provide two (2) inspection, adjustment, and maintenance visits to be scheduled at six month and twelve months following the date of the service agreement acceptance. Such site visits shall be coordinated with the City.
5. Semi-annually perform all manufacturer specified maintenance procedures to the equipment, confirm proper equipment and system performance, and solicit information concerning any system component failure, intermittence, and similar matters from supervisory and operating personnel during such site visits.

## **1.8 SYSTEM TRAINING EXPECTATIONS**

- A. The successful Firm shall be expected to familiarize any City designated operator and/or supervisory personnel with the installation, configuration, operation and maintenance of the equipment during the installation process and without delaying the work process. Additionally such City personnel shall be permitted to observe the system testing

process, measurements and adjustments being provided explanations of the significance of each such operation.

- B. The successful Firm shall be expected to provide two (2) two-hour formal training sessions for all operating and supervisory City personnel upon the completion of the installation and conduct such sessions at times approved by the City. As instruction aids for the formal training process, the successful Firm shall be expected to provide preliminary copies of the installed systems operating instructions.

## **1.9 FORMAT OF PROPOSALS**

All responses to this RFP must be in sealed envelopes and marked with the RFP reference title, the RFP number, and due date and time. The Firm's name and address must appear on the envelope. Firms are to submit one (1) original copy and ten (10) identical copies. Proposals should put forth full, accurate, and complete but concise information as required by this request. In addition to the Proposal Response Form, the proposal should include:

### Part 1 - Company Information

Provide the name, address, phone numbers and web site of you firm. Identify the contact person at your firm for this proposal. Include name, phone number(s) and e-mail address.

### Part 2 - Project Approach and Probable Estimate of Cost

#### A. Approach

Provide a narrative description of your firms design and management approach to complete a turnkey project of similar nature as described in this document and Sections 1.1 & 1.2. Please limit this part to five (5) pages. The methodology description should be of sufficient detail to allow the city to understand the approach.

At a minimum this should include:

- Design concepts and technical systems overview.
- Description of design development tasks.
- Staffing requirements
- Estimated meetings with city project team members including city staff, general contractor and architect.
- System training.

#### B. Probable Estimate of Cost

Include a probable estimate of cost for your solution based on the design parameters in this document and past experience with projects of a similar nature. Include a proposed itemized bill of materials for all items provided to include item description, manufacturer, model number, quantity of each item to be furnished, unit cost and extended cost. This is a turnkey project and should include all costs from design through implementation. Final turnover documents shall include all systems documentation, operations manuals and on-site training.

### Part 3 - References/Experiences

Provide a portfolio of three (3) or more recent turnkey projects which illustrates your firms experience on EOC or other projects of similar functionality and size in a mission critical environment.

Portfolio to include:

- Description of project and completion date
- Location of project
- Technical systems overview
- Cost of project and square footage
- Describe whether the design intent, budget and schedule was met. If not, provide an explanation why and what your firm's solution was to overcome specific obstacles.
- A client/owner contact person who was familiar with the project scope and your firm's performance. This should include name, title, address, phone number and e-mail address for the referenced projects.

#### Part 4 - Personnel Qualifications

Include the resumes of the key personnel who would be assigned to this project. The project resume should include certifications, project experiences and years with the firm.

#### Part 5 - Company Certifications

List all company certifications and licenses applicable to this project. Note: All personnel must be licensed in the State of Connecticut for work performed under Connecticut licensure requirements.

#### Part 6 - Project Costs

Cost estimates of man-hours, services and materials are not required at this time nor to be submitted. Cost estimates may be requested and considered at the discussion stage for those firms selected to be interviewed.

### **1.10 EVALUATION CRITERIA AND SELECTION PROCESS**

*Evaluation Criteria* - Responses will be evaluated by a review committee. You are encouraged to elaborate on project qualifications in the project portfolio that demonstrate successful technical performance and staff expertise in providing turnkey solutions.

The committee intends to use the following criteria in its evaluation process:

- Strength of Overall Proposal
- Experience
- Quality of References
- Personnel Experience and Qualifications
- Clarity of firm's approach to projects and methodologies.

*Selection Criteria* - The City intends to engage in discussions with individual firms. A minimum of two (2) or more firms deemed qualified and responsible based on this RFP. Emphasis will be placed on professional and technical competence to provide a turnkey EOC solution.

During these discussions the committee may initially discuss nonbinding cost estimates for the project including life-cycle costing, installation, materials and services.

At the conclusion of discussions and on the basis of the evaluation factors outlined in this RFP plus committee input the City may select two or more firms whose qualifications and interview results are deemed the most meritorious. Discussions shall be conducted, beginning with the

firm ranked first. If a contract satisfactory and advantageous to the City can be negotiated at a price considered fair and reasonable to meet the project the award may be to that firm. If negotiations with that firm cannot meet City contract qualifications then negotiations shall commence with the firm ranked second.

### **1.11 PRIME PROPOSER RESPONSIBILITY**

Vendors submitting proposals to this RFP may utilize the services of subcontractors. If subcontractors are planned to be used, this should be clearly explained in the proposal. The prime proposer will be responsible for the entire contract performance whether or not subcontractor is to perform.

All corporate information required in this RFP must be included for each proposed subcontractor. The proposal must also include copies of any agreements to be executed between the prime proposer and any subcontractors in the event of contract award. Under this RFP, the City of Norwalk retains the right to approve all subcontractors.

### **1.12 KEY PERSONNEL**

The personnel and commitments identified on any proposer's proposal will be considered essential to the work to be performed under this RFP. Prior to diverting any of the specified individuals to other programs or changing the level of effort of the specified individuals, the proposer must notify the City of Norwalk Fourteen (14) days in advance and will be required to submit justification, including proposed substitutions, in sufficient detail, to permit evaluation of the impact on the project. The proposer will make no deviation without the prior written consent of the City of Norwalk. Replacement of personnel will be with personnel of equal ability and qualifications.

Any employee of the proposer, who in the sole opinion of the City of Norwalk is unacceptable, shall be removed from the project pursuant to the request of City of Norwalk. The proposer will have Fourteen (14) Days to fill the vacancy with another employee of acceptable technical experience and skills subject to the written approval of the City of Norwalk.

The City shall have the right to reject or terminate any of the staff provided by the proposer with 24-hour notice, and the proposer shall be able to provide immediate, temporary replacement and within 40 days, provide permanent replacement.

### **1.13 AVAILABILITY OF FUNDS**

The contract award under this RFP is contingent upon the availability of funds to the City of Norwalk for this project. In the event that funds are not available, any contract resulting from this RFP will become void and of no force and effect.

### **1.14 PAYMENT**

The proposer will bill the City of Norwalk based on the submission of monthly invoices in a format to be determined by the City.

### **1.15 TAXES**

The City of Norwalk is exempt from the payment of taxes imposed by the federal government and or state of Connecticut, and such taxes shall not be in the prices.

## **1.16 ACCEPTANCE OF REQUEST FOR PROPOSAL CONTENT**

The RFP document and the contents of the successful proposal will be used to establish final contractual obligations. The City retains the option of canceling the award if the successful respondent fails to accept such obligations. The City and the successful respondent shall enter into a written contract for the work to be performed.

## **1.17 STATE, LOCAL AND FEDERAL LAWS**

The respondent shall acknowledge and agree that, should it be awarded the Contract, it shall be solely responsible for strict compliance with all federal, state and local statutes, laws, codes, rules, regulations and ordinances, and for the procurement and maintenance of all necessary licenses and permits relating to contractor's performance of services.

## **1.18 APPLICABLE LAW**

The laws of the State of Connecticut shall govern this Contract and any and all litigation related to this Contract.

## **1.19 INDEMNIFICATION**

The Contractor shall indemnify and save harmless the City and its officers, agents, servants and employees, from and against any and all claims, demands, suits, proceedings, liabilities, judgments, awards, losses, damages, costs and expenses, including attorneys' fees, on account of bodily injury, sickness, disease, death or other damages sustained by any person or persons injury or damage to or destruction of any property, directly or indirectly arising out of, relating to, or in connection with the work called for in the Contract, whether or not due or claimed to be due in whole or in part to the active, passive or concurrent negligence, fault or contractual default of the Contractor, its officers, agents, servants or employees, any of its subcontractors, the City, any of its respective officers, agents, servants, or employees and/or any other person or persons, and whether or not such claims, demands, suits or proceedings are just, unjust, groundless, false, or fraudulent, and the Contractor shall and does hereby assume and agrees to pay for the defense of all such claims, demands, suits and proceedings, provided, however, that the Contractor shall not be required to indemnify the City, its officers, agents, servants, or employees, against any such damages occasioned solely by acts or omissions of the City, its officers, agents, servants or employees, other than supervisory acts or omissions of the City, its officers, agents, servants, or employees, in connection with the work called for in the Contract.

## **1.20 CONTRACT FORMAT**

The selected proposer will be required to agree to and sign a formal written contract between the City of Norwalk and the proposer, prepared by the Law Department of the City of Norwalk. A sample Independent Contractor for Consulting Services contract form, is provided at the end of this section to illustrate the type of contract the City will use to contract for these consulting service

## **1.21 EXECUTION OF AGREEMENT (CONTRACT)**

The selected respondent will be required to and agrees to duly execute the 'contract' and furnish the required contract bonds and insurance certificates within ten (10) days after award of the contract.

## **1.22 BID BOND / PERFORMANCE BOND REQUIREMENTS**

Proposers shall be required to provide a ten (10) per-cent bid bond with their submission. The awarded respondent shall provide a Performance, labor, and materials bond for 100% in the full amount of the contract award on an industry standard performance bond form. The performance bond shall be provided to the City prior to the development of the contract for the specified services.

## **1.23 TERMINATION FOR DEFAULT OR FOR THE CONVENIENCE OF THE CONTRACTING AGENCY**

If the Record Keeper fails to perform or observe any material term or condition of the contract and such failure continues for thirty (30) days after Record Keeper's receipt of written notice, The City of Norwalk may cancel the contract without liability for cancellation/termination charges.

- Stop all work
- Assign to the City of Norwalk all rights, title and interest in the work being developed;
- Deliver forthwith to the City of Norwalk all completed work and work in progress;
- Preserve and protect, until delivery to the City, all material plans, and documents related to this contract which, if the contract had been completed, would have been furnished to the City of Norwalk or necessary to the completion of the work.

## **1.24 NEGOTIATED CHANGES**

In the event negotiated changes occur after the awarding of the contract, the same pricing policies called for in the original contract will remain in effect.

## **1.25 RIGHT OF SET-OFF**

The undersigned bidder hereby authorizes the City to set off against monies payable hereunder by the City to the bidder, an amount equal to any unpaid real and personal property taxes and assessments (the collection of which is not barred by the State of Limitations), owing by the bidder to the City, including all interest and lien charges in connection with such paid taxes.

## **1.26 REQUESTS FOR INFORMATION**

Any requests for clarification or additional information regarding the consulting specifications are to be submitted in writing to the Purchasing Department, Room 103, 125 East Avenue, Norwalk CT 06856-5125, via fax to (203) 854-7817 or via e-mail to [gfoley@norwalkct.org](mailto:gfoley@norwalkct.org) and must be received no later than the time and date noted herein in order to be considered. If any substantive requests for information are received and responded to by the City of Norwalk, an addendum to this RFP will be issued.

## **1.27 ISSUANCE OF ADDENDA**

The City of Norwalk reserves the right to amend this solicitation by an addendum. Addenda will be posted to the City's website ([www.norwalkct.org](http://www.norwalkct.org)) up to 48 hours in advance of the bid/proposal's due date and time for reference by the bidders. It is the bidder's responsibility to check the City's website for addenda. If in the City's opinion revisions are of such a magnitude, the deadline for this solicitation may be extended in an addendum.

## **1.28 DURATION OF PROPOSALS**

Proposals will remain in effect for a period of ninety (90) days from the deadline for submission of the proposal.

## **1.29 WITHDRAWAL OF SUBMISSION**

*Prior to the deadline:*

A bidder wishing to withdraw a bid/proposal prior to the deadline may do so by preparing a formal written request on company letterhead. The person who signs the letter must be the same person who signs the reply sheets. The City will verify that the signature on the letter matches the signature on the reply sheets.

The City will also verify the request to withdraw the bid/proposal by calling the bidder at the telephone number supplied on the reply sheets.

After the City is satisfied that a request to withdraw a bid/proposal before the established deadline is valid, the bid/proposal will be returned to the bidder. The bidder may then withdraw completely from the bidding process, or may modify the bid/proposal and resubmit before the deadline.

*After the Deadline:*

If bid security is required and a bidder does not honor his/her bid for the specified time, the bid check shall become the property of the City; or, if a bid bond was furnished, the bid bond shall become payable to the City.

After the bid/proposal deadline has passed, the submitted bids/proposals become the property of the City and are valid offers to be honored by the bidder for sixty (60) days or longer, as specified in the Request for Bid/Proposal.

Bidders who do not honor their bids/proposals for the sixty (60) day (or as specified) period, shall be declared irresponsible bidders.

## **1.30 ACCEPTANCE OF RFP CONTENT**

Provisions of this RFP and the contents of the successful response will be used to establish final contractual obligations. The City retains the option of canceling the award if the successful Respondent fails to accept such obligations. The City and the successful Respondent shall enter into a written contract for the work to be performed.

It is understood that this RFP and the Respondent's proposal shall be attached and included by reference in a contract signed by the City and the successful Respondent.

## **1.31 INSURANCE COVERAGE REQUIRMENTS**

The City of Norwalk is requiring insurance coverage as listed below for this work.

Note: The term "Contractor" shall also include their respective agents, representatives, employees or subcontractors; and the term "City of Norwalk" (hereinafter called the "City") shall include their respective officers, agents, officials, employees, volunteers, boards and commissions.

Note: The term "City of Norwalk" or "City" is to be taken to mean "City of Norwalk and the Norwalk Board of Education when the project includes work for the Board of Education.

At least five days before the Contract is executed and prior to commencement of work there under the Contractor will be required to file with the Corporation Counsel a certificate of insurance, executed by an authorized representative of the insurance company satisfactory to the Corporation Counsel and in an acceptable form. The policy shall name the City of Norwalk as an Additional Insured and state that, with respect to the award, the Contractor carries insurance in accordance with the following requirements:

### *INSURANCE RIDER*

The Contractor shall provide and maintain insurance coverage related to its services in connection with the Project in compliance with the following requirements.

The insurance required shall be written for not less than the scope and limits of insurance specified hereunder, or required by applicable federal, state and/or municipal law, regulation or requirement, whichever coverage requirement is greater. It is agreed and understood that the scope and limits of insurance specified hereunder are minimum requirements and shall in no way limit or preclude the City from requiring additional limits and coverage to be provided under the Contractor's policies.

#### A. Minimum Scope and Limits of Insurance:

**Workers' Compensation insurance:** With respect to all operations the Contractor performs, it shall carry workers' compensation insurance in accordance with the requirements of the laws of the State of Connecticut, and employer's liability limits of One Hundred Thousand Dollars (\$100,000.00) coverage for each accident, One Hundred Thousand Dollars (\$100,000.00) coverage for each employee by disease, Five Hundred Thousand (\$500,000.00) policy limit coverage for disease.

**Commercial General Liability:** With respect to all operations the Contractor performs it shall carry Commercial General Liability insurance providing for a total limit of One Million Dollars (\$1,000,000.00) coverage per occurrence for each school site or location for all damages arising out of bodily injury, personal injury, property damage, products/completed operations, and contractual liability coverage for the indemnification obligations arising under this contract. Each annual aggregate for each site location shall not be less than Two Million Dollars (\$2,000,000.00).

**Automobile Liability:** With respect to each owned, non-owned, or hired vehicles the Contractor shall carry Automobile Liability insurance providing One Million Dollars (\$1,000,000.00) coverage per accident for bodily injury and property damage. If the contractor is a Hazardous Waste Hauler (trucker) or responsible for the removal of hazardous materials, then Automobile Liability in the amount of \$5,000,000.00 combined single limit is required.

**Environmental Liability:** If applicable based on the Contractor's Scope of Work, the Contractor is required to provide environmental and remediation insurance in the amount of \$10,000,000.00 per claim limit and **\$15,000,000.00** aggregate limit **per occurrence**. State the per claim/aggregate deductible amount.

**The policy shall be written on a follow form coverage wording to its underlying Schedule of insurance.**

**Errors and Omissions/Professional Liability:** With respect to any damage caused by an error, omission or any negligent or wrongful act of the Contractor or any subcontractor or subconsultant in connection with any professional services performed under this Agreement the Contractor shall carry One Million Dollars (\$1,000,000.00) coverage per claim.

**"Tail" Coverage:** If any of the required liability insurance is on a "claims made" basis, "tail" coverage will be required at the completion of the Project for a duration of twenty-four (24) months, or the maximum time period reasonably available in the marketplace. Contractor shall furnish certification of "tail" coverage as described or continuous "claims made" liability coverage for twenty-four (24) months following Project completion. Continuous "claims made" coverage will be acceptable in lieu of "tail" coverage, provided its retroactive date is on or before the effective date of this Agreement. If continuous "claims made" coverage is used, Contractor shall be required to keep the coverage in effect for a duration of not less than twenty-four (24) months from the date of final completion of the Project.

**Acceptability of Insurers:** The Contractor's policies shall be written by insurance companies licensed to do business in the State of Connecticut, with an AM Best rating of A-VII, or otherwise acceptable to the City.

**Subcontractors:** The Contractor shall require all subcontractors to provide the same "minimum scope and limits of insurance" as required herein, with the exception of Errors and Omissions/Professional Liability insurance, unless Errors and Omissions/Professional Liability insurance is applicable to the Work performed by the subcontractor. All Certificates of Insurance shall be provided to the City's Corporation Counsel as required herein.

**Aggregate Limits:** Any aggregate limits must be declared to and be approved by the City. It is agreed that the Contractor shall notify the City whenever fifty percent (50%) of the aggregate limits are eroded during the required coverage period. If the aggregate limit is eroded for the full limit, the Contractor agrees to reinstate or purchase additional limits to meet the minimum limit requirements stated herein. Any premium for such shall be paid by the Contractor.

**Deductibles and Self-Insured Retentions:** Any deductible or self-insured retention must be declared to and approved by the City. All deductibles or self-insured retentions are the sole responsibility of the Contractor to pay and/or to indemnify.

**Notice of Cancellation or Nonrenewal:** Each insurance policy required shall be endorsed to state that coverage shall not be suspended, voided, cancelled, or reduced in coverage or in limits except after thirty (30) days prior written notice by certified mail, return receipt requested, has been given to the City.

**Waiver of Governmental Immunity:** Unless requested otherwise by the City, the Contractor and its insurer shall waive governmental immunity as defense and shall not use the defense of governmental immunity in the adjustment of claims or in the defense of any suit brought against the City.

**Additional Insured:** The liability insurance coverage, except Errors and Omissions, Professional Liability, or Workers' Compensation, if included, required for the performance of the Project shall include the City as an Additional Insured with respect to the Contractor's activities to be performed under this Agreement. Coverage shall be primary and non-contributory with any other insurance and self-insurance.

**Certificate of Insurance:** As evidence of the insurance coverage required by this Agreement, the Contractor shall furnish Certificate(s) of Insurance to Corporation Counsel's Office prior to the Contractor's commencement of services under this Agreement. The Certificate(s) will specify all parties who are endorsed on the policy as Additional Insureds (or Loss Payees). The Certificates and endorsements for each insurance policy are to be signed by a person authorized by the insurer to bind coverage on its behalf. Renewals of expiring Certificates shall be filed thirty (30) days prior to expiration. The City reserves the right to require complete, certified copies of all required policies at any time.

All insurance documents required should be mailed to the City of Norwalk Corporation Counsel, P. O. Box 798, Norwalk, Connecticut 06856-0798.

**Waiver of requirements:** The Corporation Counsel may vary these insurance requirements at Corporation Counsel's sole discretion if Corporation Counsel determines that the City's interests will be adequately protected by the provision of different types or other amounts of coverage.

### 1.32 SAMPLE AGREEMENT:

*“The following document is the City’s standard independent contractor for construction services contract. The substantive terms and requirements contained herein may be revised only the approval of the Norwalk Corporation Counsel.”*

**AGREEMENT WITH INDEPENDENT CONTRACTOR**  
**FOR CONSTRUCTION SERVICES**  
**BY AND BETWEEN**  
**CITY OF NORWALK**  
**AND**  
**«VendorName»**  
**FOR «Project»**

THIS AGREEMENT made and entered into this \_\_\_\_\_ day of \_\_\_\_\_, 2013, by and between the **CITY OF NORWALK**, a municipal corporation organized and existing under the laws of the State of Connecticut (the CITY), acting herein by «ContractAuthorizer», its «ContractAuthorizerTitle», and «VendorName», a corporation authorized and licensed to do business in the State of «LicenseState», having a principal place of business at «VendorAddress1», «VendorAddress2», «VendorCity», «VendorState» «VendorZip», acting herein by «VendorAuthorizer», its «VendorAuthorizerTitle», duly authorized (the CONTRACTOR).

**W I T N E S S E T H:**

WHEREAS, the CITY is in need of «Notes» (the Project); and

WHEREAS, the CITY desires to retain the services of the CONTRACTOR based on the CONTRACTOR's representations that it is qualified and capable of performing the needed services in a professional and timely manner and in accordance with the goals and requirements of the Project;

WHEREAS, CONTRACTOR has agreed to perform the services described herein for the compensation and in compliance with the terms and conditions set forth in this Agreement;

NOW, THEREFORE, in consideration of the mutual covenants and agreements herein contained, the parties agree as follows:

1. **ENGAGEMENT OF CONTRACTOR**

A. Based on the representations of the CONTRACTOR set out in its proposal dated «ProposedDate», a copy of which is attached hereto and incorporated herein as **Exhibit B**, the CITY hereby retains the CONTRACTOR to perform the services described herein in accordance with the terms and conditions and for the consideration set out in this Agreement.

B. The person in charge of administering this Agreement on behalf of the CITY shall be «DepartmentHead», Department of «Department», or such other person as may be designated in writing.

C. The person responsible for the services to be performed by the CONTRACTOR hereunder shall be «VendorAuthorizer», «VendorAuthorizerTitle».

## 2. SERVICES TO BE PERFORMED

A. The scope and details of the services to be performed by the CONTRACTOR and the specifications to which such services should conform are described in the CITY's Bid Invitation dated «ProposedDate», which is attached hereto and incorporated herein as **Exhibit A** and made a part hereof. The CONTRACTOR shall perform the services as set forth in this Agreement in a professional and timely manner, in order to meet the CITY's needs and requirements.

B. The CONTRACTOR's shall perform the Project in accordance with the terms and requirements of this Agreement. The CONTRACTOR shall promptly correct any nonconforming or rejected/noncompliant at its own cost and expense.

C. The parties understand that CONTRACTOR is retained solely for the purposes of the Services described herein and only to the extent set forth in this Agreement. The CONTRACTOR'S relationship to the CITY and any of its agencies shall, during the period(s) of this Agreement, be that of an independent contractor. The CONTRACTOR shall not be considered, under the provisions of this Agreement or for any purposes hereunder, as having an "employee" status or as being entitled to participate in any benefits accrued by or given to CITY employees.

D. The CONTRACTOR shall have appropriate, experienced personnel available to perform its services and, if required, to meet with the Director or his representatives; with other agencies, departments, commissions or officials of the CITY as appropriate and with other entities as directed by the CITY, with regard to its obligations under this Agreement.

E. The CITY may, from time to time, request changes in the scope of services of the CONTRACTOR to be performed hereunder. Such changes, including any increase or decrease in the amount of the CONTRACTOR's compensation, which are mutually agreed upon by and between the CITY and the CONTRACTOR, shall be valid only when incorporated in written amendments signed by both parties to this Agreement.

## 3. COMPENSATION

A. The CONTRACTOR shall be compensated for its performance

of this Agreement, a maximum amount not to exceed the sum of «ContractBudgetInEnglish»(\$«ContractBudget») payable in accordance with the terms of the CONTRACTOR's bid.

B. The compensation provided under this Agreement constitutes full and complete payment for all costs and expenses assumed by the CONTRACTOR in performing this Agreement including but not limited to labor, materials, product, tools and machinery, salaries, meetings, and all similar expenses. No costs in excess of this stated amount shall be paid or reimbursed by the CITY without specific prior written approval of the Director.

C. Payments to the CONTRACTOR under this Agreement shall be made by the CITY on approval of payment requisitions certified by the CONTRACTOR and submitted not more often than once a week. Each requisition shall be in a form acceptable to the CITY and shall set forth the hours of work performed. The CITY may, prior to making any payment under this Agreement, require the CONTRACTOR to submit to it such additional information as it deems necessary.

D. The acceptance by the CONTRACTOR, its successors or assigns, of any payment made on the final requisition under this Agreement, or of any final payment due on termination of this Agreement, shall constitute a full and complete release of the CITY from any and all claims, demands and causes of action whatsoever which the CONTRACTOR, its successors or assigns have or may have against the CITY under the provisions of this Agreement.

#### 4. TIME PROVISIONS

A. The term of this Agreement shall commence effective \_\_\_\_\_ and conclude on \_\_\_\_\_. The CONTRACTOR shall perform its Services throughout this period.

B. This Agreement shall remain in effect until the services required hereunder are completed to the satisfaction of the CITY, unless otherwise terminated by the parties hereto.

#### 5. TERMINATION AND SUSPENSION

A. The CITY may at any time, and for any reason, direct the suspension of the services and work contemplated under this Agreement for a period of time by written notice specifying the effective suspension date, which shall not be less than five (5) days from the date on which such notice is given, and the period during which the services shall be suspended. The services shall be resumed on the dates specified in such direction, or upon such other date as the CITY may thereafter specify in writing. The period during which such services shall be suspended shall be deemed added to the time for performance. Suspension of services under this paragraph shall not give rise to any claim against the CITY.

B. The CITY may at any time and for any reason, with or without cause, terminate this Agreement by written notice specifying the termination date, which shall be not less than fifteen (15) days from the date such notice is given. In the event of such termination, the CONTRACTOR's services shall be paid for in such amount as shall compensate the CONTRACTOR for the portion of the work satisfactorily performed prior to termination. Such amount shall be fixed by the CITY after consultation with the CONTRACTOR, and shall be subject to audit by the Comptroller. Termination under this section shall not give rise to any claim against the CITY for damages or for compensation in addition to that provided hereunder.

The CONTRACTOR may at any time and for any reason terminate this Agreement by written notice specifying the termination date, which shall be not less than thirty (30) days from the date such notice is given.

#### 6. INSURANCE

The CONTRACTOR agrees to obtain at its own cost and expense all insurance required by the attached Insurance Rider and to keep the same in continuous effect for a period of two (2) years following the date on which the Director indicates the termination of the CONTRACTOR's responsibilities hereunder. Before commencing performance of its Services hereunder, the CONTRACTOR shall furnish the CITY's Corporation Counsel a certificate of insurance, and shall thereafter provide renewal certificates, as appropriate, evidencing such coverage written by a company or companies acceptable to the CITY. Each insurance certificate shall be endorsed to name the City of Norwalk as an additional insured party and shall provide that the insurance company providing coverage shall notify the CITY by certified mail at least thirty (30) days prior to the effective termination of or any change in the policy or policies coverage. No change in the coverage provided hereunder shall be made without the prior written approval of the Director.

#### 7. GENERAL PROVISIONS

A. By this Agreement the CITY intends to secure the professional services of qualified, experienced employees of the CONTRACTOR. Failure of the CONTRACTOR for any reason to make a sufficient number of such employees available to the CITY to the extent necessary to perform the services required in a skillful, professional and prompt manner shall be cause for termination of this Agreement.

B. The CONTRACTOR shall not assign this Agreement or subcontract any portion of the services to be performed hereunder without prior consent of the CITY in writing.

C. When the CITY shall have reasonable grounds for believing that:

(1) The CONTRACTOR will be unable to perform this Agreement fully, professionally, and satisfactorily within the time fixed for performance or in accordance with the terms and requirements set forth herein; or

(2) A meritorious claim exists or will exist against the CONTRACTOR or the CITY arising out of the negligent, willful or wanton acts, errors or omissions of the CONTRACTOR, its agents, servants or employees, or the CONTRACTOR's breach of any provision of this Agreement;

then the CITY may withhold payment of any amount otherwise due and payable to the CONTRACTOR hereunder. Any amount so withheld may be retained by the CITY for such period as it may deem advisable to protect the CITY against any loss, expense or damage and may, after written notice to the CONTRACTOR, be applied in satisfaction of any claim herein described. This provision is intended solely for the benefit of the CITY, and no person shall have any right or claim against the CITY by reason of the CITY'S failure or refusal to withhold monies. No interest shall be payable by the CITY on any amounts withheld under this provision. This provision is not intended to limit or in any way prejudice any other right of the CITY.

D. The CONTRACTOR shall not assert any claim arising out of any act or omission by any agent, officer or employee of the CITY in the execution or performance of this Agreement against any such agent, officer or employee. Such claims may be made against the CITY.

E. No member of the governing body of the CITY, and no other officer, employee, or agent of the CITY shall have any personal interest, direct or indirect, in this Agreement, except as permitted by the Code of Ethics of the City of Norwalk; and the CONTRACTOR covenants that no person having such interest shall be employed in the performance of this Agreement. The CONTRACTOR further covenants that he has no prior personal or business relationship with the CITY's architect, general contractor, or their consultants, subcontractors, agents, or employees.

F. The CONTRACTOR shall indemnify, defend and save harmless the CITY, its officers, agents, servants and employees, from and against any and all claims, demands, suits, proceedings, liabilities, judgments, losses, costs or damages, including attorneys' fees, which are claimed to be due in any way to the actions or omissions of the CONTRACTOR, its agents, servants, representatives or employees arising out of the services to be performed under this Agreement. This provision shall include all losses, costs, and damages which the CITY may suffer as a result of any negligent, willful or wanton action or omission by the

CONTRACTOR or anyone in its employ or under its control, including any agent, employee or representative. The CONTRACTOR hereby assumes and agrees to pay for the defense of all such claims, damages, demands, suits and proceedings. The provisions of this paragraph shall survive the expiration or early termination of this Agreement, shall be separate and independent of any other requirement hereof, and shall not be limited by reason of any insurance coverage provided.

G. This Agreement shall be construed in accordance with the laws of the State of Connecticut, and any action or suit at law in connection herewith shall be brought in the Superior Court of the State of Connecticut, Judicial District Stamford/Norwalk.

H. The CONTRACTOR shall comply with all applicable laws, ordinances and codes of any governmental body having jurisdiction over any matter related to this Agreement or the services to be performed hereunder, and shall commit no trespass on any private property in performing any of the work embraced by this Agreement.

I. During the performance of this Agreement, the CONTRACTOR agrees not to discriminate against any employee or applicant for employment because of race, color, religion, age, sex, physical disability, sexual orientation or national origin.

J. This Agreement incorporates all the understandings of the parties hereto and supersedes any and all agreements reached by the parties prior to the execution of this Agreement, whether oral or written.

K. The CITY and the CONTRACTOR each binds itself and its successors and assigns to the other party and to its successors and assigns with respect to all covenants of this Agreement. The CONTRACTOR shall not assign or transfer any interest in this Agreement without the prior written approval of the CITY.

L. The products of the services performed under this Agreement shall become and remain the property of the CITY. This shall include all partially completed services in the event that the Agreement is terminated before completion of its term for any reason.

M. If any provision of this Agreement is held invalid, the balance of the provisions shall not be affected thereby if such provisions would then continue to conform to the requirements of applicable laws. The remaining provisions shall thereupon continue in full force and effect.

N. All notices of any nature referred to in this Agreement shall be in writing and sent by registered or certified mail, postage prepaid, to the respective addresses set forth below or to such other addresses as the respective parties hereto may designate in writing:

**To the CITY:**           «DepartmentHead», «DepartmentHeadTitle»  
Department of «Department»  
P.O. Box 5125  
Norwalk, CT 06856-5125

**With a Copy to:**       Corporation Counsel  
City of Norwalk  
P.O. Box 798  
Norwalk, Connecticut 06856-0798

**To the CONTRACTOR:** «VendorAuthorizer», «VendorAuthorizerTitle»  
«VendorName»  
«VendorAddress1»  
«VendorAddress2»  
«VendorCity», «VendorState» «VendorZip»

Notices shall be deemed to have been duly given, delivered or served either upon personal delivery or three (3) days following the date when they are sent by registered mail with proper postage.

O. No change or modification of this Agreement shall be valid unless it is in writing and executed by all parties to this Agreement.

P. The CONTRACTOR represents to the CITY as follows:

That the CONTRACTOR is a legally existing corporation under the laws of its respective states of incorporation and has not previously filed, nor is presently contemplating filing, nor has received notice of a petition of, nor contemplates receiving notice of a petition of, bankruptcy, liquidation, receivership or any other action for the protection of creditors or debtors;

That the CONTRACTOR has the financial resources to perform this Contract and that it is not the subject of any litigation or action, pending or threatened, regarding this Contract or which, if resulting in an adverse decision, would affect its ability to perform its duties under this Contract;

That it has, and has exercised, the required corporate power and authority and has complied with all applicable legal requirements necessary to adopt, execute and deliver this Contract and to assume the responsibilities and obligations created hereunder; and

That this Agreement is duly executed and delivered by an authorized corporate officer, in accordance with such officer's powers to bind the CONTRACTOR hereunder, and constitutes a valid and binding obligation enforceable in accordance with its terms, conditions and provisions.

Dated at Norwalk, Connecticut, the day and year first above written, and executed in four (4) counterparts.

Signed, Sealed and Delivered  
in the Presence of:

**Witnesses' signatures:**

**CITY OF NORWALK**

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

By: \_\_\_\_\_  
«ContractAuthorizer»  
Its «ContractAuthorizerTitle»  
Duly Authorized

Date signed: \_\_\_\_\_

**Witnesses' signatures:**

**«VendorName»**

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

By: \_\_\_\_\_  
«VendorAuthorizer»  
Its «VendorAuthorizerTitle»  
Duly Authorized

Date signed: \_\_\_\_\_

APPROVED AS TO FORM:  
OFFICE OF CORPORATION COUNSEL

By: \_\_\_\_\_

APPROVED AS TO  
AVAILABILITY OF FUNDS:

By: \_\_\_\_\_  
Comptroller

Date: \_\_\_\_\_

## INSURANCE RIDER

The Contractor shall provide and maintain insurance coverage related to its services in connection with the Project in compliance with the following requirements.

The insurance required shall be written for not less than the scope and limits of insurance specified hereunder, or required by applicable federal, state and/or municipal law, regulation or requirement, whichever coverage requirement is greater. It is agreed and understood that the scope and limits of insurance specified hereunder are minimum requirements and shall in no way limit or preclude the City from requiring additional limits and coverage to be provided under the Contractor's policies.

### A. Minimum Scope and Limits of Insurance:

**Workers' Compensation insurance:** With respect to all operations the Contractor performs, it shall carry workers' compensation insurance in accordance with the requirements of the laws of the State of Connecticut, and employer's liability limits of One Hundred Thousand Dollars (\$100,000.00) coverage for each accident, One Hundred Thousand Dollars (\$100,000.00) coverage for each employee by disease, Five Hundred Thousand (\$500,000.00) policy limit coverage for disease.

**Commercial General Liability:** With respect to all operations the Contractor performs it shall carry Commercial General Liability insurance providing for a total limit of One Million Dollars (\$1,000,000.00) coverage per occurrence for all damages arising out of bodily injury, personal injury, property damage, products/completed operations, and contractual liability coverage for the indemnification obligations arising under this Agreement. The annual aggregate limit shall not be less than Two Million (2,000,000.00).

**Automobile Liability:** With respect to each owned, non-owned, or hired vehicles the Contractor shall carry Automobile Liability insurance providing One Million Dollars (\$1,000,000.00) coverage per accident for bodily injury and property damage.

**Errors and Omissions/Professional Liability:** With respect to any damage caused by an error, omission or any negligent or wrongful act of the Contractor or any subcontractor or subconsultant in connection with any professional services performed under this Agreement the Contractor shall carry One Million Dollars (\$1,000,000.00) coverage per claim.

**"Tail" Coverage:** If any of the required liability insurance is on a "claims made" basis, "tail" coverage will be required at the completion of the Project for a duration of twenty-four (24) months, or the maximum time period reasonably available in the

marketplace. Contractor shall furnish certification of "tail" coverage as described or continuous "claims made" liability coverage for twenty-four (24) months following Project completion. Continuous "claims made" coverage will be acceptable in lieu of "tail" coverage, provided its retroactive date is on or before the effective date of this Agreement. If continuous "claims made" coverage is used, Contractor shall be required to keep the coverage in effect for a duration of not less than twenty-four (24) months from the date of final completion of the Project.

**Acceptability of Insurers:** The Contractor's policies shall be written by insurance companies licensed to do business in the State of Connecticut, with an AM Best rating of A-VII, or otherwise acceptable to the City.

**Subcontractors:** The Contractor shall require all subcontractors to provide the same "minimum scope and limits of insurance" as required herein, with the exception of Errors and Omissions/Professional Liability insurance, unless Errors and Omissions/Professional Liability insurance is applicable to the Work performed by the subcontractor. All Certificates of Insurance shall be provided to the City's Corporation Counsel as required herein.

**Aggregate Limits:** Any aggregate limits must be declared to and be approved by the City. It is agreed that the Contractor shall notify the City whenever fifty percent (50%) of the aggregate limits are eroded during the required coverage period. If the aggregate limit is eroded for the full limit, the Contractor agrees to reinstate or purchase additional limits to meet the minimum limit requirements stated herein. Any premium for such shall be paid by the Contractor.

**Deductibles and Self-Insured Retentions:** Any deductible or self-insured retention must be declared to and approved by the City. All deductibles or self-insured retentions are the sole responsibility of the Contractor to pay and/or to indemnify.

**Notice of Cancellation or Nonrenewal:** Each insurance policy required shall be endorsed to state that coverage shall not be suspended, voided, cancelled, or reduced in coverage or in limits except after thirty (30) days prior written notice by certified mail, return receipt requested, has been given to the City.

**Waiver of Governmental Immunity:** Unless requested otherwise by the City, the Contractor and its insurer shall waive governmental immunity as defense and shall not use the defense of governmental immunity in the adjustment of claims or in the defense of any suit brought against the City.

**Additional Insured:** The liability insurance coverage, except Errors and Omissions, Professional Liability, or Workers' Compensation, if included, required for the performance of the

Project shall include the City as an Additional Insured with respect to the Contractor's activities to be performed under this Agreement. Coverage shall be primary and non-contributory with any other insurance and self-insurance.

**Certificate of Insurance:** As evidence of the insurance coverage required by this Agreement, the Contractor shall furnish Certificate(s) of Insurance to Corporation Counsel's Office prior to the Contractor's commencement of services under this Agreement. The Certificate(s) will specify all parties who are endorsed on the policy as Additional Insureds (or Loss Payees). The Certificates and endorsements for each insurance policy are to be signed by a person authorized by the insurer to bind coverage on its behalf. Renewals of expiring Certificates shall be filed thirty (30) days prior to expiration. The City reserves the right to require complete, certified copies of all required policies at any time.

All insurance documents required should be mailed to the City of Norwalk Corporation Counsel, P. O. Box 798, Norwalk, Connecticut 06856-0798.

**Waiver of requirements:** The Corporation Counsel may vary these insurance requirements at Corporation Counsel's sole discretion if Corporation Counsel determines that the City's interests will be adequately protected by the provision of different types or other amounts of coverage.

## SECTION 2 - RESPONSE FORMS

### SPECIAL NOTES ON RESPONDING

**ADDENDA** information is available over the Internet at <http://www.norwalkct.org> Adobe Acrobat reader is required to view this document. If you do not have this software you may download it for free from Adobe. **We strongly suggest that you check for any addenda a minimum of forty eight hours in advance of the bid deadline.**

**SUMMARIES** will be available any time after 5:00 PM on the day of the bid opening over the Internet at <http://www.norwalkct.org> . The document number to request will be the same as the project number indicated in the invitation to bid. Bid results will not be provided over the phone.

**AWARD NOTIFICATION** will be issued by mail.

**BUSINESSES WITHOUT FAX EQUIPMENT** or Internet access may contact the Purchasing Department at 203-854-7712 for this information.

**PROPOSAL SUBMISSIONS** are to be delivered to:

City of Norwalk  
Purchasing Department, Room 103  
125 East Avenue  
Post Office Box 5125  
Norwalk, Ct. 06856-5125

## **2.1 FORM OF PROPOSALS:**

**All proposals must include the requested proposal information outlined within this solicitation. (Refer to section 1.9)**

You may include any additional information which demonstrates your qualification for this work.

Proposals are to be submitted an One (1) Original plus ten (10) copies to

City of Norwalk  
Purchasing Department, room 103  
125 East Avenue,  
Post Office Box 5125  
Norwalk, Connecticut 06856-5125

**2.2 PRICING RESPONSE FORM - #3292 – Audio Visual Equipment – Fire Station - EOC**

<b>Vendor Name -</b>		
<b>Address -</b>		
<b>Phone -</b>	<b>Fax -</b>	<b>Email -</b>
<b>Manager -</b>		<b>Fed ID#</b>

The undersigned hereby declares that he has or they have carefully examined the plans, specifications and project site and has satisfied himself as to all the quantities and conditions, and understands that in signing this proposal he waives all right to plead any misunderstanding regarding the same.

The undersigned further understands and agrees that he will furnish and provide all the necessary material, machinery, implements, tools, labor, services, and other items of whatever nature, and to do and perform all the work necessary under the aforesaid conditions, to carry out the contract and to accept in full compensation therefore the amount of the contract as agreed to by the Contractor and the City.

It is further understood and agreed that all information included in, attached to, or required by the Request for Proposal shall be public record upon delivery to the City.

**A. Audio Visual Equipment – Fire Station – Emergency Operations Center (EOC)**

<b>TOTAL PROPOSED COST</b>	\$
<b>TOTAL PROPOSED COST SUM IN WORDS</b>	

Estimated number of working days for completion of all tasks \_\_\_\_ days (after the receipt of a signed agreement)

Submitted by -		
Authorized Agent of Company (name and title)		Date

The above signatory acknowledges receipt of the following addenda issued during the bidding period and understands that they are a part of the bidding documents (if applicable):

Addendum #	.	Dated	.	Addendum #	.	Dated	.
Addendum #	.	Dated	.	Addendum #	.	Dated	.

## 1.2 STATEMENT OF QUALIFICATIONS

Please answer the following questions regarding your company's past performance. Attach a financial statement or other supportive documentation. Failure to reply to this instruction may be regarded as justification for rejecting a bid.

1. Number of years in business -

2. Number of personnel employed Pt.time - \_\_\_\_\_, Full - \_\_\_\_\_,

3. List six contracts of this type/size your firm has completed within the last three years:

Project	Date	Contact Person	Phone No.
.	.	.	.
.	.	.	.
.	.	.	.
.	.	.	.
.	.	.	.
.	.	.	.

<b>4. ORGANIZATIONAL STRUCTURE OF BIDDER</b> (check which applies)	<input type="checkbox"/>	general partnership
	<input type="checkbox"/>	limited partnership
	<input type="checkbox"/>	limited liability corporation
	<input type="checkbox"/>	limited liability partnership,
	<input type="checkbox"/>	corporation doing business under a trade name
	<input type="checkbox"/>	individual doing business under a trade name
	<input type="checkbox"/>	other (specify)

<b>5. STATUS OF THE BUSINESS AND ITS CURRENT STANDING WITH THE SECRETARY OF STATE'S OFFICE; e.g., are all required filings current and in good standing or has the entity been withdrawn or canceled</b>	<b>Connecticut corporations - Will the Secretary of State be able to issue a Certificate of Good Standing within 30 days of the bid opening?</b>			Yes	No
				.	.
	<b>Out-of -State corporation's - Do you have a valid license to do business in the State of Connecticut? (Evidence in the form of a Certificate of Authority from the Connecticut Secretary of State will be required within 30 days of the bid opening.)</b>			Yes	No
				.	.
<b>6. Is your local organization an affiliate of a parent company? If so, Indicate the principal place of business of your company and the name of the agent for service <u>if different from what has been indicated on the response form</u>:</b>					
Business Name					
Address					
City		State		Zip	
Name of Agent					

**NOTE:** In the case of a Limited Liability Corporation or a Limited Liability Partnership a certified copy of the Articles of Organization certified as valid and in effect as of the date of the bid opening will be required within 30 days of the bid opening.

A listing of the corporate officers, in the case of a corporation; the general or managing partners, in the case of a partnership; or the managers and members in the case of either a limited liability partnership or company will be required within 30 days of the bid opening.

**7.** Your company may be asked to submit the following information relative to your company's financial statements prior to receiving an award. This information will not be part of the public bidding record and will remain confidential.

All information should be supported with appropriate audited financials.

- a. Book Value (Total Assets (-) Total Liabilities)
- b. Working Capital (Current Assets (-) Current Liabilities)
- c. Current Ratio (Current Assets/Current Liabilities)
- d. Debt to Equity Ratio (Long Term Debt/Shareholder's Equity)
- e. Return on Assets (Net Income/Total Assets)
- f. Return on Equity (Net Income/Shareholder's Equity)
- g. Return on Invested Capital (Net Income/Long Term Debt + Shareholders' Equity)

**8. SUBCONTRACTORS:** If subcontractors are to be used, please list firm name, address, name of principal, and phone number below or on a separate sheet. Also indicate portion or section of work subcontractor will be performing.

COMPANY NAME	ADDRESS	PRINCIPAL	PHONE

All responses to this questionnaire are understood to be proprietary to the vendor, and will be considered confidential. Additional information may be requested subsequent to your responding to this bid request.

**END OF SECTION**

**NOTE: SECTION 3 - GENERAL INFORMATION** contains the City's Standard Terms and Conditions. You are responsible for obtaining a copy prior to bidding. If you do not have a revision dated 011205 or later on file you may obtain a copy over the Internet at <http://www.norwalkct.org>. Adobe Acrobat reader is required to view this document. If you do not have this software you may down load it for free from Adobe. Document number 1002.

**SECTION 4**  
**CITY OF NORWALK GENERAL SPECIFICATIONS FOR CONSTRUCTION**

**NOTE:** SECTION 4 contains the City's General Terms and Conditions for construction. You are responsible for obtaining a copy prior to bidding. If you do not have a revision dated 042011 or later on file you may download a copy from the Terms and Conditions section of our website at <http://www.norwalkct.org> Document number **1008**.

## **SECTION 5**

### **PREVAILING WAGE ADDENDEUM**

(Note: Page numbering in this section is not sequential with other sections within this document)

The Contractor shall weekly submit to the Director a certified payroll, which shall consist of a complete copy of its records relating to the wages and hours worked by each employee and a schedule of the occupation or work classification at which each mechanic, laborer or workman on the Project is employed during each work day and week. The submission shall be in such manner and form as the State Labor Commissioner requires and in compliance with the requirements of Public Act 93392. This weekly submission shall also include a statement signed by the employer (the Contractor) indicating the information set forth in Section 1(f) of Public Act 93-392."



Opportunity • Guidance • Support



# CONNECTICUT DEPARTMENT OF LABOR

[Home](#)[About Us](#)[FAQ](#)[News and Notices](#)[Unemployment Benefits On-Line](#)[Job Seekers](#)[Employers](#)[Labor Market Information](#)[Directio](#)

## PREVAILING WAGE BID PACKAGE

- **NEW!** [Prevailing Wage Law Poster](#) (PDF, 97KB)
- [Section 31-53b](#): Construction safety and Health Course. Proof of completion required for employees on public (PDF, 10KB)
  - [Informational Bulletin - The 10-Hour OSHA Construction Safety and Health Course](#) (PDF, 20KB)
- [Notice For All Mason Contractors](#) (PDF, 5KB)
- [CT General Statute 31-55a](#)
- [Contracting Agency Certification Form](#) (PDF, 89KB)
- [Contractor's Wage Certification Form](#) (PDF, 11KB)
- [Payroll Certification - Public Works Projects](#)
- [Occupational Classification Bulletin](#)
- [Footnotes](#) (Rev. 07/12) (PDF, 93KB)

200 Folly Brook Boulevard, Wethersfield, CT 06109 / Phone: 860-263-6000

[Home](#) | [CT.gov Home](#) | [Send Feedback](#)

State of Connecticut [Disclaimer](#) and [Privacy Policy](#). Copyright © 2002 - 2012 State of Connecticut

Project: Multi Functional Audio Visual And Communication System At The Emergency  
Operations Center New Norwalk Fire Department Headquarters Facility

**Minimum Rates and Classifications  
for Building Construction**

**Connecticut Department of Labor  
Wage and Workplace Standards Division**

ID# : B17683

By virtue of the authority vested in the Labor Commissioner under provisions of Section 31-53 of the General Statutes of Connecticut, as amended, the following are declared to be the prevailing rates and welfare payments and will apply only where the contract is advertised for bid within 20 days of the date on which the rates are established. Any contractor or subcontractor not obligated by agreement to pay to the welfare and pension fund shall pay this amount to each employee as part of his/her hourly wages.

Project Number: 3292

Project Town Norwalk

State#:

FAP#:

Project: Multi Functional Audio Visual And Communication System At The  
Emergency Operations Center New Norwalk Fire Department  
Headquarters Facility

**CLASSIFICATION**

**Hourly Rate**

**Benefits**

1a) Asbestos Worker/Insulator (Includes application of insulating materials, protective coverings, coatings, & finishes to all types of mechanical systems; application of firestopping material for wall openings & penetrations in walls, floors, ceilings - Last updated 7/21/11

36.86

25.51

1b) Asbestos/Toxic Waste Removal Laborers: Asbestos removal and encapsulation (except its removal from mechanical systems which are not to be scrapped), toxic waste removers, blasters. \*\*See Laborers Group 7\*\*

2) Boilermaker

35.24

25.01

**As of: Wednesday, April 10, 2013**

Project: Multi Functional Audio Visual And Communication System At The Emergency  
Operations Center New Norwalk Fire Department Headquarters Facility

3a) Bricklayer, Cement Mason, Concrete Finisher (including caulking), Stone Masons	32.50	27.24 + a
3b) Tile Setter	32.94	22.42
3c) Terrazzo Mechanics and Marble Setters	31.69	22.35
3d) Tile, Marble & Terrazzo Finishers	26.25	19.20
3e) Plasterer	32.50	26.21

-----LABORERS-----

**As of: Wednesday, April 10, 2013**

Project: Multi Functional Audio Visual And Communication System At The Emergency  
Operations Center New Norwalk Fire Department Headquarters Facility

4) Group 1: Laborers (common or general), acetylene burners, carpenter tenders, concrete specialists, wrecking laborers, fire watchers.	25.80	16.45
4a) Group 2: Mortar mixers, plaster tender, power buggy operators, powdermen, fireproofers/mixer/nozzleman, fence erector.	26.05	16.45
4b) Group 3: Jackhammer operators, mason tender (brick) and mason tender (cement/concrete)	26.30	16.45
4c) **Group 4: Pipelayers (Installation of water, storm drainage or sewage lines outside of the building line with P6, P7 license) (the pipelayer rate shall apply only to one or two employees of the total crew who primary task is to actually perform the mating of pipe sections) P6 and P7 rate is \$26.80	26.05	16.45
4d) Group 5: Air track operators, Sand blasters	26.55	16.45
4e) Group 6: Nuclear toxic waste removers, blasters	28.80	16.45

**As of: Wednesday, April 10, 2013**

Project: Multi Functional Audio Visual And Communication System At The Emergency  
Operations Center New Norwalk Fire Department Headquarters Facility

4f) Group 7: Asbestos/lead removal and encapsulation (except it's  
removal from mechanical systems which are not to be scrapped) 26.80 16.45

4g) Group 8: Bottom men on open air caisson, cylindrical work and  
boring crew 26.30 16.45

4h) Group 9: Top men on open air caisson, cylindrical work and  
boring crew 25.80 16.45

4i) Group 10: Traffic Control Signalman 16.00 16.45

5) Carpenter, Acoustical Ceiling Installation, Soft Floor/Carpet  
Laying, Metal Stud Installation, Form Work and Scaffold Building,  
Drywall Hanging, Modular-Furniture Systems Installers, Lathers,  
Piledrivers, Resilient Floor Layers. 29.65 21.00

5a) Millwrights 30.15 21.39

**As of: Wednesday, April 10, 2013**

Project: Multi Functional Audio Visual And Communication System At The Emergency  
Operations Center New Norwalk Fire Department Headquarters Facility

6) Electrical Worker (including low voltage wiring) (Trade License required: E1,2 L-5,6 C-5,6 T-1,2 L-1,2 V-1,2,7,8,9)	35.30	18.52
7a) Elevator Mechanic (Trade License required: R-1,2,5,6)	45.97	23.535+a+b
-----LINE CONSTRUCTION-----		
Groundman	24.99	6.5% + 9.75
Linemen/Cable Splicer	45.43	6.5% + 16.20
8) Glazier (Trade License required: FG-1,2)	33.78	16.90 + a

**As of: Wednesday, April 10, 2013**

Project: Multi Functional Audio Visual And Communication System At The Emergency  
Operations Center New Norwalk Fire Department Headquarters Facility

9) Ironworker, Ornamental, Reinforcing, Structural, and Precast Concrete Erection	33.50	27.98 + a
--	-------	-----------

----OPERATORS----

Group 1: Crane handling or erecting structural steel or stone, hoisting engineer 2 drums or over, front end loader (7 cubic yards or over); work boat 26 ft. and over. (Trade License Required)	35.50	20.50 + a
---	-------	-----------

Group 2: Cranes (100 ton rate capacity and over); Backhoe/Excavator over 2 cubic yards; Piledriver (\$3.00 premium when operator controls hammer). (Trade License Required)	35.18	20.50 + a
---	-------	-----------

Group 3: Excavator; Backhoe/Excavator under 2 cubic yards; Cranes (under 100 ton rated capacity), Grader/Blade; Master Mechanic; Hoisting Engineer (all types of equipment where a drum and cable are used to hoist or drag material regardless of motive power of operation), Rubber Tire Excavator (Drott-1085 or similar);Grader Operator; Bulldozer Fine Grade. (slopes, shaping, laser or GPS, etc.).	34.44	20.50 + a
---	-------	-----------

Group 4: Trenching Machines; Lighter Derrick; Concrete Finishing Machine; CMI Machine or Similar; Koehring Loader (Skooper).	34.05	20.50 + a
---	-------	-----------

**As of: Wednesday, April 10, 2013**

Project: Multi Functional Audio Visual And Communication System At The Emergency  
Operations Center New Norwalk Fire Department Headquarters Facility

Group 5: Specialty Railroad Equipment; Asphalt Paver; Asphalt Reclaiming Machine; Line Grinder; Concrete Pumps; Drills with Self Contained Power Units; Boring Machine; Post Hole Digger; Auger; Pounder; Well Digger; Milling Machine (over 24" Mandrell)	33.46	20.50 + a
Group 5 continued: Side Boom; Combination Hoe and Loader; Directional Driller; Pile Testing Machine.	33.46	20.50 + a
Group 6: Front End Loader (3 up to 7 cubic yards); Bulldozer (rough grade dozer).	33.15	20.50 + a
Group 7: Asphalt roller, concrete saws and cutters (ride on types), vermeer concrete cutter, Stump Grinder; Scraper; Snooper; Skidder; Milling Machine (24" and under Mandrell).	32.81	20.50 + a
Group 8: Mechanic, grease truck operator, hydroblaster; barrier mover; power stone spreader; welding; work boat under 26 ft.; transfer machine.	32.41	20.50 + a
Group 9: Front end loader (under 3 cubic yards), skid steer loader regardless of attachments, (Bobcat or Similar): forklift, power chipper; landscape equipment (including Hydroseeder).	31.98	20.50 + a

**As of: Wednesday, April 10, 2013**

Project: Multi Functional Audio Visual And Communication System At The Emergency  
Operations Center New Norwalk Fire Department Headquarters Facility

Group 10: Vibratory hammer; ice machine; diesel and air, hammer, etc.	29.94	20.50 + a
Group 11: Conveyor, earth roller, power pavement breaker (whiphammer), robot demolition equipment.	29.94	20.50 + a
Group 12: Wellpoint operator.	29.88	20.50 + a
Group 13: Compressor battery operator.	29.30	20.50 + a
Group 14: Elevator operator; tow motor operator (solid tire no rough terrain).	28.16	20.50 + a
Group 15: Generator Operator; Compressor Operator; Pump Operator; Welding Machine Operator; Heater Operator.	27.75	20.50 + a

***As of: Wednesday, April 10, 2013***

Project: Multi Functional Audio Visual And Communication System At The Emergency  
Operations Center New Norwalk Fire Department Headquarters Facility

Group 16: Maintenance Engineer/Oiler.	27.10	20.50 + a
---------------------------------------	-------	-----------

Group 17: Portable asphalt plant operator; portable crusher plant operator; portable concrete plant operator.	31.41	20.50 + a
---	-------	-----------

Group 18: Power safety boat; vacuum truck; zim mixer; sweeper; (Minimum for any job requiring a CDL license).	28.99	20.50 + a
---	-------	-----------

-----PAINTERS (Including Drywall Finishing)-----

10a) Brush and Roller	30.22	16.90
-----------------------	-------	-------

10b) Taping Only/Drywall Finishing	30.97	16.90
------------------------------------	-------	-------

**As of: Wednesday, April 10, 2013**

Project: Multi Functional Audio Visual And Communication System At The Emergency  
Operations Center New Norwalk Fire Department Headquarters Facility

10c) Paperhanger and Red Label	30.72	16.90
10e) Blast and Spray	33.22	16.90
11) Plumber (excluding HVAC pipe installation) (Trade License required: P-1,2,6,7,8,9 J-1,2,3,4 SP-1,2)	38.67	25.56
12) Well Digger, Pile Testing Machine	33.01	19.40 + a
Rofer: Cole Tar Pitch	37.00	12.75 + a
Rofer: Slate, Tile, Composition, Shingles, Singly Ply and Damp/Waterproofing	35.50	12.75 + a

**As of: Wednesday, April 10, 2013**

Project: Multi Functional Audio Visual And Communication System At The Emergency  
Operations Center New Norwalk Fire Department Headquarters Facility

15) Sheetmetal Worker (Trade License required for HVAC and Ductwork: SM-1,SM-2,SM-3,SM-4,SM-5,SM-6)	41.81	31.85
--	-------	-------

16) Pipefitter (Including HVAC work) (Trade License required: S-1,2,3,4,5,6,7,8 B-1,2,3,4 D-1,2,3,4, G-1, G-2, G-8 & G-9)	38.67	25.56
---	-------	-------

-----TRUCK DRIVERS-----

17a) 2 Axle	27.88	17.22 + a
-------------	-------	-----------

17b) 3 Axle, 2 Axle Ready Mix	27.98	17.22 + a
-------------------------------	-------	-----------

17c) 3 Axle Ready Mix	28.03	17.22 + a
-----------------------	-------	-----------

Project: Multi Functional Audio Visual And Communication System At The Emergency  
Operations Center New Norwalk Fire Department Headquarters Facility

17d) 4 Axle, Heavy Duty Trailer up to 40 tons	28.08	17.22 + a
17e) 4 Axle Ready Mix	28.13	17.22 + a
17f) Heavy Duty Trailer (40 Tons and Over)	28.33	17.22 + a
17g) Specialized Earth Moving Equipment (Other Than Conventional Type on-the-Road Trucks and Semi-Trailers, Including Euclids)	28.13	17.22 + a
18) Sprinkler Fitter (Trade License required: F-1,2,3,4)	38.98	19.87 + a
19) Theatrical Stage Journeyman	22.22	6.53

**As of: Wednesday, April 10, 2013**

Project: Multi Functional Audio Visual And Communication System At The Emergency  
Operations Center New Norwalk Fire Department Headquarters Facility

*Welders: Rate for craft to which welding is incidental.*

*\*Note: Hazardous waste removal work receives additional \$1.25 per hour for truck drivers.*

*\*\*Note: Hazardous waste premium \$3.00 per hour over classified rate*

Crane with 150 ft. boom (including jib) - \$1.50 extra  
Crane with 200 ft. boom (including jib) - \$2.50 extra  
Crane with 250 ft. boom (including jib) - \$5.00 extra  
Crane with 300 ft. boom (including jib) - \$7.00 extra  
Crane with 400 ft. boom (including jib) - \$10.00 extra

All classifications that indicate a percentage of the fringe benefits must be calculated at the percentage rate times the "base hourly rate".

Apprentices duly registered under the Commissioner of Labor's regulations on "Work Training Standards for Apprenticeship and Training Programs" Section 31-51-d-1 to 12, are allowed to be paid the appropriate percentage of the prevailing journeymen hourly base and the full fringe benefit rate, providing the work site ratio shall not be less than one full-time journeyman instructing and supervising the work of each apprentice in a specific trade.

*The Prevailing wage rates applicable to this project are subject to annual adjustments each July 1st for the duration of the project.*

*Each contractor shall pay the annual adjusted prevailing wage rate that is in effect each July 1st, as posted by the Department of Labor.*

*It is the contractor's responsibility to obtain the annual adjusted prevailing wage rate increases directly from the Department of Labor's website.*

*The annual adjustments will be posted on the Department of Labor's Web page: [www.ct.gov/dol](http://www.ct.gov/dol)*

*The Department of Labor will continue to issue the initial prevailing wage rate schedule to the Contracting Agency for the project.*

*All subsequent annual adjustments will be posted on our Web Site for contractor access.*

**As of: Wednesday, April 10, 2013**

Project: Multi Functional Audio Visual And Communication System At The Emergency  
Operations Center New Norwalk Fire Department Headquarters Facility

*Effective October 1, 2005 - Public Act 05-50: any person performing the work of any mechanic,  
laborer, or worker shall be paid prevailing wage*

All Person who perform work ON SITE must be paid prevailing wage for the  
appropriate mechanic, laborer, or worker classification.

All certified payrolls must list the hours worked and wages paid to All  
Persons who perform work ON SITE regardless of their ownership i.e.:  
(Owners, Corporate Officers, LLC Members, Independent Contractors, et.  
al)

Reporting and payment of wages is required regardless of any contractual  
relationship alleged to exist between the contractor and such person.

**~~Unlisted classifications needed for work not included within the scope of  
the classifications listed may be added after award only as provided in the labor  
standards contract clause (29 CFR 5.5 (a) (1) (ii)).**

Please direct any questions which you may have pertaining to classification of work and payment of  
prevailing wages to the Wage and Workplace Standards Division, telephone (860)263-6790.

**As of: Wednesday, April 10, 2013**

**Sec. 31-53b. Construction safety and health course. New miner training program. Proof of completion required for mechanics, laborers and workers on public works projects. Enforcement. Regulations. Exceptions.** (a) Each contract for a public works project entered into on or after July 1, 2009, by the state or any of its agents, or by any political subdivision of the state or any of its agents, described in subsection (g) of section 31-53, shall contain a provision requiring that each contractor furnish proof with the weekly certified payroll form for the first week each employee begins work on such project that any person performing the work of a mechanic, laborer or worker pursuant to the classifications of labor under section 31-53 on such public works project, pursuant to such contract, has completed a course of at least ten hours in duration in construction safety and health approved by the federal Occupational Safety and Health Administration or, has completed a new miner training program approved by the Federal Mine Safety and Health Administration in accordance with 30 CFR 48 or, in the case of telecommunications employees, has completed at least ten hours of training in accordance with 29 CFR 1910.268.

(b) Any person required to complete a course or program under subsection (a) of this section who has not completed the course or program shall be subject to removal from the worksite if the person does not provide documentation of having completed such course or program by the fifteenth day after the date the person is found to be in noncompliance. The Labor Commissioner or said commissioner's designee shall enforce this section.

(c) Not later than January 1, 2009, the Labor Commissioner shall adopt regulations, in accordance with the provisions of chapter 54, to implement the provisions of subsections (a) and (b) of this section. Such regulations shall require that the ten-hour construction safety and health courses required under subsection (a) of this section be conducted in accordance with federal Occupational Safety and Health Administration Training Institute standards, or in accordance with Federal Mine Safety and Health Administration Standards or in accordance with 29 CFR 1910.268, as appropriate. The Labor Commissioner shall accept as sufficient proof of compliance with the provisions of subsection (a) or (b) of this section a student course completion card issued by the federal Occupational Safety and Health Administration Training Institute, or such other proof of compliance said commissioner deems appropriate, dated no earlier than five years before the commencement date of such public works project.

(d) This section shall not apply to employees of public service companies, as defined in section 16-1, or drivers of commercial motor vehicles driving the vehicle on the public works project and delivering or picking up cargo from public works projects provided they perform no labor relating to the project other than the loading and unloading of their cargo.

(P.A. 06-175, S. 1; P.A. 08-83, S. 1.)

History: P.A. 08-83 amended Subsec. (a) by making provisions applicable to public works project contracts entered into on or after July 1, 2009, replacing provision re total cost of work with reference to Sec. 31-53(g), requiring proof in certified payroll form that new mechanic, laborer or worker has completed a 10-hour or more construction safety course and adding provision re new miner training program, amended Subsec. (b) by substituting "person" for "employee" and adding "or program", amended Subsec. (c) by adding "or in accordance with Federal Mine Safety and Health Administration Standards" and setting new deadline of January 1, 2009, deleted former Subsec. (d) re "public building", added new Subsec. (d) re exemptions for public service company employees and delivery drivers who perform no labor other than delivery and made conforming and technical changes, effective January 1, 2009.

# **Informational Bulletin**

## **THE 10-HOUR OSHA CONSTRUCTION SAFETY AND HEALTH COURSE**

(applicable to public building contracts entered into *on or after July 1, 2007*, where the total cost of all work to be performed is at least \$100,000)

- (1) This requirement was created by Public Act No. 06-175, which is codified in Section 31-53b of the Connecticut General Statutes (pertaining to the prevailing wage statutes);
- (2) The course is required for public building construction contracts (projects funded in whole or in part by the state or any political subdivision of the state) entered into on or after July 1, 2007;
- (3) It is required of private employees (not state or municipal employees) and apprentices who perform manual labor for a general contractor or subcontractor on a public building project where the total cost of all work to be performed is at least \$100,000;
- (4) The ten-hour construction course pertains to the ten-hour Outreach Course conducted in accordance with federal OSHA Training Institute standards, and, for telecommunications workers, a ten-hour training course conducted in accordance with federal OSHA standard, 29 CFR 1910.268;
- (5) The internet website for the federal OSHA Training Institute is [http://www.osha.gov/fso/ote/training/edcenters/fact\\_sheet.html](http://www.osha.gov/fso/ote/training/edcenters/fact_sheet.html);
- (6) The statutory language leaves it to the contractor and its employees to determine who pays for the cost of the ten-hour Outreach Course;
- (7) Within 30 days of receiving a contract award, a general contractor must furnish proof to the Labor Commissioner that all employees and apprentices performing manual labor on the project will have completed such a course;
- (8) Proof of completion may be demonstrated through either: (a) the presentation of a *bona fide* student course completion card issued by the federal OSHA Training Institute; *or* (2) the presentation of documentation provided to an employee by a trainer certified by the Institute pending the actual issuance of the completion card;
- (9) Any card with an issuance date more than 5 years prior to the commencement date of the construction project shall not constitute proof of compliance;

- (10) Each employer shall affix a copy of the construction safety course completion card to the certified payroll submitted to the contracting agency in accordance with Conn. Gen. Stat. § 31-53(f) on which such employee's name first appears;
- (11) Any employee found to be in non-compliance shall be subject to removal from the worksite if such employee does not provide satisfactory proof of course completion to the Labor Commissioner by the fifteenth day after the date the employee is determined to be in noncompliance;
- (12) Any such employee who is determined to be in noncompliance may continue to work on a public building construction project for a maximum of fourteen consecutive calendar days while bringing his or her status into compliance;
- (13) The Labor Commissioner may make complaint to the prosecuting authorities regarding any employer or agent of the employer, or officer or agent of the corporation who files a false certified payroll with respect to the status of an employee who is performing manual labor on a public building construction project;
- (14) The statute provides the minimum standards required for the completion of a safety course by manual laborers on public construction contracts; any contractor can exceed these minimum requirements; and
- (15) Regulations clarifying the statute are currently in the regulatory process, and shall be posted on the CTDOL website as soon as they are adopted in final form.
- (16) Any questions regarding this statute may be directed to the Wage and Workplace Standards Division of the Connecticut Labor Department via the internet website of <http://www.ctdol.state.ct.us/wgwkstnd/wgemenu.htm>; or by telephone at (860)263-6790.

**THE ABOVE INFORMATION IS PROVIDED EXCLUSIVELY AS AN EDUCATIONAL RESOURCE, AND IS NOT INTENDED AS A SUBSTITUTE FOR LEGAL INTERPRETATIONS WHICH MAY ULTIMATELY ARISE CONCERNING THE CONSTRUCTION OF THE STATUTE OR THE REGULATIONS.**

November 29, 2006

**Notice**  
**To All Mason Contractors and Interested Parties**  
**Regarding Construction Pursuant to Section 31-53 of the**  
**Connecticut General Statutes (Prevailing Wage)**

The Connecticut Labor Department Wage and Workplace Standards Division is empowered to enforce the prevailing wage rates on projects covered by the above referenced statute.

Over the past few years the Division has withheld enforcement of the rate in effect for workers who operate a forklift on a prevailing wage rate project due to a potential jurisdictional dispute.

The rate listed in the schedules and in our Occupational Bulletin (see enclosed) has been as follows:

**Forklift Operator:**

- **Laborers (Group 4) Mason Tenders** - operates forklift solely to assist a mason to a maximum height of nine feet only.
- **Power Equipment Operator (Group 9)** - operates forklift to assist any trade and to assist a mason to a height over nine feet.

The U.S. Labor Department conducted a survey of rates in Connecticut but it has not been published and the rate in effect remains as outlined in the above Occupational Bulletin.

***Since this is a classification matter and not one of jurisdiction, effective January 1, 2007 the Connecticut Labor Department will enforce the rate on each schedule in accordance with our statutory authority.***

Your cooperation in filing appropriate and accurate certified payrolls is appreciated.

## STATUTE 31-55a

### - SPECIAL NOTICE -

#### **To All State and Political Subdivisions, Their Agents, and Contractors Connecticut General Statute 31-55a - Annual adjustments to wage rates by contractors doing state work.**

*Each contractor that is awarded a contract on or after October 1, 2002, for (1) the construction of a state highway or bridge that falls under the provisions of section 31-54 of the general statutes, or (2) the construction, remodeling, refinishing, refurbishing, rehabilitation, alteration or repair of any public works project that falls under the provisions of section 31-53 of the general statutes shall contact the Labor Commissioner on or before July first of each year, for the duration of such contract, to ascertain the prevailing rate of wages on an hourly basis and the amount of payment or contributions paid or payable on behalf of each mechanic, laborer or worker employed upon the work contracted to be done, and shall make any necessary adjustments to such prevailing rate of wages and such payment or contributions paid or payable on behalf of each such employee, effective each July first.*

- The prevailing wage rates applicable to any contract or subcontract awarded on or after October 1, 2002 are subject to annual adjustments each July 1st for the duration of any project which was originally advertised for bids on or after October 1, 2002.
- Each contractor affected by the above requirement shall pay the annual adjusted prevailing wage rate that is in effect each July 1st, as posted by the Department of Labor.
- It is the **contractor's** responsibility to obtain the annual adjusted prevailing wage rate increases directly from the Department of Labor's Web Site. The annual adjustments will be posted on the Department of Labor Web page: [www.ctdol.state.ct.us](http://www.ctdol.state.ct.us). For those without internet access, please contact the division listed below.
- The Department of Labor will continue to issue the initial prevailing wage rate schedule to the Contracting Agency for the project. All subsequent annual adjustments will be posted on our Web Site for contractor access.

**Any questions should be directed to the Contract Compliance Unit, Wage and Workplace Standards Division, Connecticut Department of Labor, 200 Folly Brook Blvd., Wethersfield, CT 06109 at (860)263-6790.**

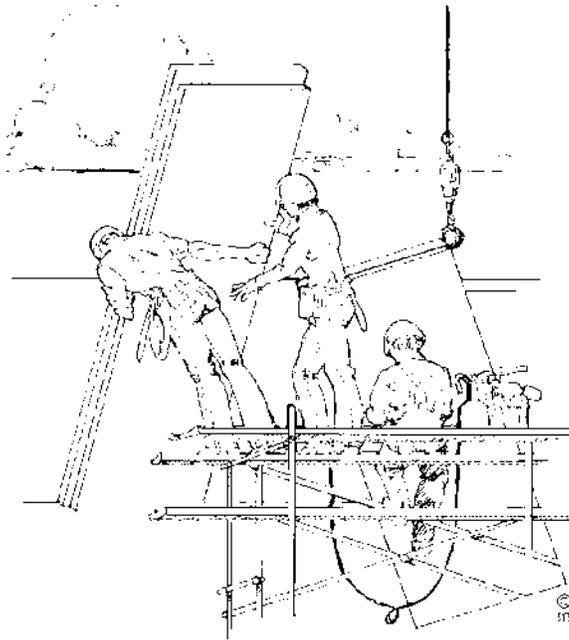
~NOTICE~

TO ALL CONTRACTING AGENCIES

Please be advised that Connecticut General Statutes Section 31-53, requires the contracting agency to certify to the Department of Labor, the total dollar amount of work to be done in connection with such public works project, regardless of whether such project consists of one or more contracts.

Please find the attached “Contracting Agency Certification Form” to be completed and returned to the Department of Labor, Wage and Workplace Standards Division, Public Contract Compliance Unit.

 Inquiries can be directed to (860)263-6543.



CONNECTICUT DEPARTMENT OF LABOR  
WAGE AND WORKPLACE STANDARDS DIVISION  
CONTRACT COMPLIANCE UNIT

*CONTRACTING AGENCY CERTIFICATION FORM*

I, \_\_\_\_\_, acting in my official capacity as \_\_\_\_\_,  
authorized representative title

for \_\_\_\_\_, located at \_\_\_\_\_,  
contracting agency address

do hereby certify that the total dollar amount of work to be done in connection with  
\_\_\_\_\_, located at \_\_\_\_\_,  
project name and number address

shall be \$\_\_\_\_\_, which includes all work, regardless of whether such project  
consists of one or more contracts.

*CONTRACTOR INFORMATION*

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Authorized Representative: \_\_\_\_\_

Approximate Starting Date: \_\_\_\_\_

Approximate Completion Date: \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Return To: Connecticut Department of Labor  
Wage & Workplace Standards Division  
Contract Compliance Unit  
200 Folly Brook Blvd.  
Wethersfield, CT 06109

Date Issued: \_\_\_\_\_





## CONNECTICUT DEPARTMENT OF LABOR

[Home](#)[About Us](#)[FAQ](#)[News and Notices](#)[Unemployment Benefits On-Line](#)[Job Seekers](#)[Employers](#)[Labor Market Information](#)[Directi](#)**CERTIFIED PAYROLL FORM WWS - CPI**

In accordance with [Connecticut General Statutes, 31-53](#) Certified Payrolls with a statement of compliance shall be to the contracting agency.

**Note:** Once you have downloaded these forms and are ready to print them out, set the print function on your PC to print orientation.

**Note2:** Please download both the Payroll Certification for Public Works Projects **and** the Certified Statement of Co complete package. The Certified Statement of Compliance appears on the same page as the Fringe Benefits Explan

**Announcement: The Certified Payroll Form WWS-CPI can now be completed on-line!**

- [Certified Payroll Form WWS-CPI](#) (PDF, 727KB)
- [Sample Completed Form](#) (PDF, 101KB)

200 Folly Brook Boulevard, Wethersfield, CT 06109 / Phone: 860-263-6000

[Home](#) | [CT.gov Home](#) | [Send Feedback](#)

State of Connecticut [Disclaimer](#) and [Privacy Policy](#). Copyright © 2002 - 2012 State of Connecticut



**\*FRINGE BENEFITS EXPLANATION (P):**

Bona fide benefits paid to approved plans, funds or programs, except those required by Federal or State Law (unemployment tax, worker’s compensation, income taxes, etc.).

Please specify the type of benefits provided:

- 1) Medical or hospital care \_\_\_\_\_ 4) Disability\_\_\_\_\_
- 2) Pension or retirement \_\_\_\_\_ 5) Vacation, holiday\_\_\_\_\_
- 3) Life Insurance \_\_\_\_\_ 6) Other (please specify) \_\_\_\_\_

**CERTIFIED STATEMENT OF COMPLIANCE**

For the week ending date of \_\_\_\_\_,

I, \_\_\_\_\_ of \_\_\_\_\_, (hereafter known as Employer) in my capacity as \_\_\_\_\_ (title) do hereby certify and state:

**Section A:**

1. All persons employed on said project have been paid the full weekly wages earned by them during the week in accordance with Connecticut General Statutes, section 31-53, as amended. Further, I hereby certify and state the following:

- a) The records submitted are true and accurate;
- b) The rate of wages paid to each mechanic, laborer or workman and the amount of payment or contributions paid or payable on behalf of each such employee to any employee welfare fund, as defined in Connecticut General Statutes, section 31-53 (h), are not less than the prevailing rate of wages and the amount of payment or contributions paid or payable on behalf of each such employee to any employee welfare fund, as determined by the Labor Commissioner pursuant to subsection Connecticut General Statutes, section 31-53 (d), and said wages and benefits are not less than those which may also be required by contract;
- c) The Employer has complied with all of the provisions in Connecticut General Statutes, section 31-53 (and Section 31-54 if applicable for state highway construction);
- d) Each such employee of the Employer is covered by a worker’s compensation insurance policy for the duration of his employment which proof of coverage has been provided to the contracting agency;
- e) The Employer does not receive kickbacks, which means any money, fee, commission, credit, gift, gratuity, thing of value, or compensation of any kind which is provided directly or indirectly, to any prime contractor, prime contractor employee, subcontractor, or subcontractor employee for the purpose of improperly obtaining or rewarding favorable treatment in connection with a prime contract or in connection with a prime contractor in connection with a subcontractor relating to a prime contractor; and
- f) The Employer is aware that filing a certified payroll which he knows to be false is a class D felony for which the employer may be fined up to five thousand dollars, imprisoned for up to five years or both.

2. OSHA~The employer shall affix a copy of the construction safety course, program or training completion document to the certified payroll required to be submitted to the contracting agency for this project on which such employee’s name first appears.

\_\_\_\_\_  
(Signature) (Title) Submitted on (Date)

**Section B: Applies to CONNDOT Projects ONLY**

**That pursuant to CONNDOT contract requirements for reporting purposes only, all employees listed under Section B who performed work on this project are not covered under the prevailing wage requirements defined in Connecticut General Statutes Section 31-53.**

\_\_\_\_\_  
(Signature) (Title) Submitted on (Date)

Note: CTDOL will assume all hours worked were performed under Section A unless clearly delineated as Section B WWS-CP1 as such. Should an employee perform work under both Section A and Section B, the hours worked and wages paid must be segregated for reporting purposes.



[New] In accordance with Section 31-53b(a) of the C.G.S. each contractor shall provide a copy of the OSHA 10 Hour Construction Safety and Health Card for each employee, to be attached to the first certified payroll on the project.

PAYROLL CERTIFICATION FOR PUBLIC WORKS PROJECTS											Connecticut Department of Labor Wage and Workplace Standards Division 200 Folly Brook Blvd. Wethersfield, CT 06109											
In accordance with Connecticut General Statutes, 31-53 Certified Payrolls with a statement of compliance shall be submitted monthly to the contracting agency.											WEEKLY PAYROLL											
CONTRACTOR NAME AND ADDRESS: Landon Corporation, 15 Connecticut Avenue, Northford, CT 06472						SUBCONTRACTOR NAME & ADDRESS XYZ Corporation 2 Main Street Yantic, CT 06389					WORKER'S COMPENSATION INSURANCE CARRIER Travelers Insurance Company POLICY # #BAC8888928 EFFECTIVE DATE: 1/1/09 EXPIRATION DATE: 12/31/09											
PAYROLL NUMBER	Week-Ending Date	PROJECT NAME & ADDRESS									Total ST Hours	BASE HOURLY RATE	TYPE OF FRINGE BENEFITS Per Hour 1 through 6 (see back)	GROSS PAY FOR ALL WORK PERFORMED THIS WEEK	TOTAL DEDUCTIONS				GROSS PAY FOR THIS PREVAILING RATE JOB	CHECK # AND NET PAY		
		DAY AND DATE							Total O/T Hours	TOTAL FRINGE BENEFIT PLAN CASH					FICA	FEDERAL WITH-HOLDING	STATE WITH-HOLDING	LIST OTHER				
PERSON/WORKER, ADDRESS and SECTION	APPR RATE %	MALE/FEMALE AND RACE*	WORK CLASSIFICATION	S	M	T	W	TH			F	S										
				Trade License Type & Number - OSHA 10 Certification Number							HOURS WORKED EACH DAY											
Robert Craft 81 Maple Street Willimantic, CT 06226		M/C	Electrical Lineman E-1 1234567 Owner OSHA 123456		8	8	8	8	8			S-TIME 40	\$ 30.75 Base Rate	1. \$ 5.80 2. \$ 3. \$ 2.01	\$1,582.80				P-xxxx	\$1,582.80	#123 \$ xxx.xx	
											O-TIME	\$ 8.82 Cash Fringe	4. \$ 5. \$ 6. \$									
Ronald Jones 212 Elm Street Norwich, CT 06360	65%	M/B	Electrical Apprentice OSHA 234567		8	8	8	8	8			S-TIME 40	\$ 19.99 Base Rate	1. \$ 2. \$ 3. \$	\$1,464.80	xx.xx	xxx.xx	xx.xx	G-xxx	\$1,464.80	#124 \$xxx.xx	
											O-TIME	\$ 16.63 Cash Fringe	4. \$ 5. \$ 6. \$									
Franklin T. Smith 234 Washington Rd. New London, CT 06320 SECTION B		M/H	Project Manager			8						S-TIME 8	\$ Base Rate	1. \$ 2. \$ 3. \$	\$1,500.00	xx.xx	xx.xx	xx.xx	M-xx.x		xxx.xx	
											O-TIME	\$ Cash Fringe	4. \$ 5. \$ 6. \$									

7/13/2009 \*IF REQUIRED  
WWS-CP1

\*SEE REVERSE SIDE

PAGE NUMBER 1 OF 2

OSHA 10 ~ATTACH CARD TO 1ST CERTIFIED PAYROLL

**\*FRINGE BENEFITS EXPLANATION (P):**

Bona fide benefits paid to approved plans, funds or programs, except those required by Federal or State Law (unemployment tax, worker's compensation, income taxes, etc.).

Please specify the type of benefits provided:

- 1) Medical or hospital care Blue Cross 4) Disability \_\_\_\_\_
- 2) Pension or retirement \_\_\_\_\_ 5) Vacation, holiday \_\_\_\_\_
- 3) Life Insurance Utopia 6) Other (please specify) \_\_\_\_\_

**CERTIFIED STATEMENT OF COMPLIANCE**

For the week ending date of 9/26/09,

I, Robert Craft of XYZ Corporation, (hereafter known as

Employer) in my capacity as Owner (title) do hereby certify and state:

**Section A:**

1. All persons employed on said project have been paid the full weekly wages earned by them during the week in accordance with Connecticut General Statutes, section 31-53, as amended. Further, I hereby certify and state the following:

- a) The records submitted are true and accurate;
- b) The rate of wages paid to each mechanic, laborer or workman and the amount of payment or contributions paid or payable on behalf of each such employee to any employee welfare fund, as defined in Connecticut General Statutes, section 31-53 (h), are not less than the prevailing rate of wages and the amount of payment or contributions paid or payable on behalf of each such employee to any employee welfare fund, as determined by the Labor Commissioner pursuant to subsection Connecticut General Statutes, section 31-53 (d), and said wages and benefits are not less than those which may also be required by contract;
- c) The Employer has complied with all of the provisions in Connecticut General Statutes, section 31-53 (and Section 31-54 if applicable for state highway construction);
- d) Each such employee of the Employer is covered by a worker's compensation insurance policy for the duration of his employment which proof of coverage has been provided to the contracting agency;
- e) The Employer does not receive kickbacks, which means any money, fee, commission, credit, gift, gratuity, thing of value, or compensation of any kind which is provided directly or indirectly, to any prime contractor, prime contractor employee, subcontractor, or subcontractor employee for the purpose of improperly obtaining or rewarding favorable treatment in connection with a prime contract or in connection with a prime contractor in connection with a subcontractor relating to a prime contractor; and
- f) The Employer is aware that filing a certified payroll which he knows to be false is a class D felony for which the employer may be fined up to five thousand dollars, imprisoned for up to five years or both.

2. OSHA~The employer shall affix a copy of the construction safety course, program or training completion document to the certified payroll required to be submitted to the contracting agency for this project on which such employee's name first appears.

Robert Craft      owner      10/2/09  
 (Signature)      (Title)      Submitted on (Date)

**Section B: Applies to CONNDOT Projects ONLY**

That pursuant to CONNDOT contract requirements for reporting purposes only, all employees listed under Section B who performed work on this project are not covered under the prevailing wage requirements defined in Connecticut General Statutes Section 31-53.

Robert Craft      owner      10/2/09  
 (Signature)      (Title)      Submitted on (Date)

Note: CTDOL will assume all hours worked were performed under Section A unless clearly delineated as Section B WWS-CP1 as such. Should an employee perform work under both Section A and Section B, the hours worked and wages paid must be segregated for reporting purposes.

**\*\*\*THIS IS A PUBLIC DOCUMENT\*\*\*  
\*\*\*DO NOT INCLUDE SOCIAL SECURITY NUMBERS\*\*\***

[New] In accordance with Section 31-53b(a) of the C.G.S. each contractor shall provide a copy of the OSHA 10 Hour Construction Safety and Health Card for each employee, to be attached to the first certified payroll on the project.

PAYROLL CERTIFICATION FOR PUBLIC WORKS PROJECTS											Connecticut Department of Labor Wage and Workplace Standards Division 200 Folly Brook Blvd. Wethersfield, CT 06109									
In accordance with Connecticut General Statutes, 31-53 Certified Payrolls with a statement of compliance shall be submitted monthly to the contracting agency.											WEEKLY PAYROLL									
CONTRACTOR NAME AND ADDRESS: Landon Corporation, 15 Connecticut Avenue, Northford, CT 06472						SUBCONTRACTOR NAME & ADDRESS XYZ Corporation 2 Main Street Yantic, CT 06389					WORKER'S COMPENSATION INSURANCE CARRIER Travelers Insurance Company POLICY # #BAC8888928 EFFECTIVE DATE: 1/1/09 EXPIRATION DATE: 12/31/09									
PAYROLL NUMBER	Week-Ending Date	PROJECT NAME & ADDRESS								Total ST Hours	BASE HOURLY RATE	TYPE OF FRINGE BENEFITS Per Hour 1 through 6 (see back)	GROSS PAY FOR ALL WORK PERFORMED THIS WEEK	TOTAL DEDUCTIONS			GROSS PAY FOR THIS PREVAILING RATE JOB	CHECK # AND NET PAY		
		DAY AND DATE												FICA	WITH-HOLDING	WITH-HOLDING			LIST OTHER	
PERSON/WORKER, ADDRESS and SECTION	APPR RATE %	MALE/FEMALE AND RACE*	WORK CLASSIFICATION	S	M	T	W	TH	F	S	Total O/T Hours	TOTAL FRINGE BENEFIT PLAN CASH								
Trade License Type & Number - OSHA 10 Certification Number				20	21	22	23	24	25	26	HOURS WORKED EACH DAY									
Robert Craft 81 Maple Street Willimantic, CT 06226		M/C	Electrical Lineman E-1 1234567 Owner OSHA 123456		8	8	8	8	8		S-TIME 40	\$ 30.75 Base Rate	1. \$ 5.80 2. \$ 3. \$ 2.01	\$1,582.80				P-xxxx	\$1,582.80	#123 \$ xxx.xx
Ronald Jones 212 Elm Street Norwich, CT 06360	65%	M/B	Electrical Apprentice OSHA 234567		8	8	8	8	8		S-TIME 40	\$ 19.99 Base Rate	1. \$ 2. \$ 3. \$	\$1,464.80	xx.xx	xxx.xx	xx.xx	G-xxx	\$1,464.80	#124 \$xxx.xx
Franklin T. Smith 234 Washington Rd. New London, CT 06320 SECTION B		M/H	Project Manager			8					S-TIME 8	\$ Base Rate	1. \$ 2. \$ 3. \$	\$1,500.00	xx.xx	xx.xx	xx.xx	M-xx.x		#125 xxx.xx
											S-TIME	\$ Base Rate	1. \$ 2. \$ 3. \$							
											O-TIME	\$ Cash Fringe	4. \$ 5. \$ 6. \$							

7/13/2009 \*IF REQUIRED  
WWS-CP1

\*SEE REVERSE SIDE

PAGE NUMBER 1 OF 2

OSHA 10 ~ATTACH CARD TO 1ST CERTIFIED PAYROLL

**\*FRINGE BENEFITS EXPLANATION (P):**

Bona fide benefits paid to approved plans, funds or programs, except those required by Federal or State Law (unemployment tax, worker's compensation, income taxes, etc.).

Please specify the type of benefits provided:

- 1) Medical or hospital care Blue Cross 4) Disability \_\_\_\_\_
- 2) Pension or retirement \_\_\_\_\_ 5) Vacation, holiday \_\_\_\_\_
- 3) Life Insurance Utopia 6) Other (please specify) \_\_\_\_\_

**CERTIFIED STATEMENT OF COMPLIANCE**

For the week ending date of 9/26/09,

I, Robert Craft of XYZ Corporation, (hereafter known as

Employer) in my capacity as Owner (title) do hereby certify and state:

**Section A:**

1. All persons employed on said project have been paid the full weekly wages earned by them during the week in accordance with Connecticut General Statutes, section 31-53, as amended. Further, I hereby certify and state the following:

- a) The records submitted are true and accurate;
- b) The rate of wages paid to each mechanic, laborer or workman and the amount of payment or contributions paid or payable on behalf of each such employee to any employee welfare fund, as defined in Connecticut General Statutes, section 31-53 (h), are not less than the prevailing rate of wages and the amount of payment or contributions paid or payable on behalf of each such employee to any employee welfare fund, as determined by the Labor Commissioner pursuant to subsection Connecticut General Statutes, section 31-53 (d), and said wages and benefits are not less than those which may also be required by contract;
- c) The Employer has complied with all of the provisions in Connecticut General Statutes, section 31-53 (and Section 31-54 if applicable for state highway construction);
- d) Each such employee of the Employer is covered by a worker's compensation insurance policy for the duration of his employment which proof of coverage has been provided to the contracting agency;
- e) The Employer does not receive kickbacks, which means any money, fee, commission, credit, gift, gratuity, thing of value, or compensation of any kind which is provided directly or indirectly, to any prime contractor, prime contractor employee, subcontractor, or subcontractor employee for the purpose of improperly obtaining or rewarding favorable treatment in connection with a prime contract or in connection with a prime contractor in connection with a subcontractor relating to a prime contractor; and
- f) The Employer is aware that filing a certified payroll which he knows to be false is a class D felony for which the employer may be fined up to five thousand dollars, imprisoned for up to five years or both.

2. OSHA~The employer shall affix a copy of the construction safety course, program or training completion document to the certified payroll required to be submitted to the contracting agency for this project on which such employee's name first appears.

Robert Craft      owner      10/2/09  
 (Signature)      (Title)      Submitted on (Date)

**Section B: Applies to CONNDOT Projects ONLY**

That pursuant to CONNDOT contract requirements for reporting purposes only, all employees listed under Section B who performed work on this project are not covered under the prevailing wage requirements defined in Connecticut General Statutes Section 31-53.

Robert Craft      owner      10/2/09  
 (Signature)      (Title)      Submitted on (Date)

Note: CTDOL will assume all hours worked were performed under Section A unless clearly delineated as Section B WWS-CP1 as such. Should an employee perform work under both Section A and Section B, the hours worked and wages paid must be segregated for reporting purposes.

**\*\*\*THIS IS A PUBLIC DOCUMENT\*\*\*  
\*\*\*DO NOT INCLUDE SOCIAL SECURITY NUMBERS\*\*\***



Opportunity • Guidance • Support



# CONNECTICUT DEPARTMENT OF LABOR

[Home](#)

[About Us](#)

[FAQ](#)

[News and Notices](#)

[Unemployment Benefits On-Line](#)

[Job Seekers](#)

[Employers](#)

[Labor Market Information](#)

[Directi](#)

## OCCUPATIONAL CLASSIFICATION BULLETIN

- [Informational Bulletin](#) (PDF, 448KB)

**200 Folly Brook Boulevard, Wethersfield, CT 06109 / Phone: 860-263-6000**

[Home](#) | [CT.gov Home](#) | [Send Feedback](#)

State of Connecticut [Disclaimer](#) and [Privacy Policy](#). Copyright © 2002 - 2012 State of Connecticut

## Information Bulletin

### *Occupational Classifications*

The Connecticut Department of Labor has the responsibility to properly determine "job classification" on prevailing wage projects covered under C.G.S. Section 31-53.

*Note: This information is intended to provide a sample of some occupational classifications for guidance purposes only. It is not an all-inclusive list of each occupation's duties. This list is being provided only to highlight some areas where a contractor may be unclear regarding the proper classification.*

**Below are additional clarifications of specific job duties performed for certain classifications:**

- **ASBESTOS WORKERS**

Applies all insulating materials, protective coverings, coatings and finishes to all types of mechanical systems.

- **ASBESTOS INSULATOR**

Handle, install apply, fabricate, distribute, prepare, alter, repair, dismantle, heat and frost insulation, including penetration and fire stopping work on all penetration fire stop systems.

- **BOILERMAKERS**

Erects hydro plants, incomplete vessels, steel stacks, storage tanks for water, fuel, etc. Builds incomplete boilers, repairs heat exchanges and steam generators.

- **BRICKLAYERS, CEMENT MASONS, CEMENT FINISHERS, MARBLE MASONS, PLASTERERS, STONE MASONS, PLASTERERS. STONE MASONS, TERRAZZO WORKERS, TILE SETTERS**

Lays building materials such as brick, structural tile and concrete cinder, glass, gypsum, terra cotta block. Cuts, tools and sets marble, sets stone, finishes concrete, applies decorative steel, aluminum and plastic tile, applies cements, sand, pigment and marble chips to floors, stairways, etc.

- **CARPENTERS, MILLWRIGHTS. PILEDRIVERMEN. LATHERS. RESILIENT FLOOR LAYERS, DOCK BUILDERS, DIKERS, DIVER TENDERS**

Constructs, erects, installs and repairs structures and fixtures of wood, plywood and wallboard. Installs, assembles, dismantles, moves industrial machinery. Drives piling into ground to provide foundations for structures such as buildings and bridges, retaining walls for earth embankments, such as cofferdams. Fastens wooden, metal or rockboard lath to walls, ceilings and partitions of buildings, acoustical tile layer, concrete form builder. Applies firestopping materials on fire resistive joint systems only. Installation of curtain/window walls only where attached to wood or metal studs. Installation of insulated material of all types whether blown, nailed or attached in other ways to walls, ceilings and floors of buildings. Assembly and installation of modular furniture/furniture systems. Free-standing furniture is not covered. This includes free standing: student chairs, study top desks, book box desks, computer furniture, dictionary stand, atlas stand, wood shelving, two-position information access station, file cabinets, storage cabinets, tables, etc.

- **CLEANING LABORER**

The clean up of any construction debris and the general cleaning, including sweeping, wash down, mopping, wiping of the construction facility, washing, polishing, dusting, etc., prior to the issuance of a certificate of occupancy falls under the *Labor classification*.

- **DELIVERY PERSONNEL**

If delivery of supplies/building materials is to one common point and stockpiled there, prevailing wages are not required. If the delivery personnel are involved in the distribution of the material to multiple locations within the construction site then they would have to be paid prevailing wages for the type of work performed: laborer, equipment operator, electrician, ironworker, plumber, etc.

An example of this would be where delivery of drywall is made to a building and the delivery personnel distribute the drywall from one "stockpile" location to further sub-locations on each floor. Distribution of material around a construction site is the job of a laborer/tradesman and not a delivery personnel.

- **ELECTRICIANS**

Install, erect, maintenance, alteration or repair of any wire, cable, conduit, etc., which generates, transforms, transmits or uses electrical energy for light, heat, power or other purposes, including the Installation or maintenance of telecommunication, LAN wiring or computer equipment, and low voltage wiring.

**\*License required per Connecticut General Statutes: E-1,2 L-5,6 C-5,6 T-1,2 L-1,2 V-1,2,7,8,9.**

- **ELEVATOR CONSTRUCTORS**

Install, erect, maintenance and repair of all types of elevators, escalators, dumb waiters and moving walks. **\*License required by Connecticut General Statutes: R-1,2,5,6.**

- **FORK LIFT OPERATOR**

Laborers Group 4) Mason Tenders - operates forklift solely to assist a mason to a maximum height of nine (9) feet only.

Power Equipment Operator Group 9 - operates forklift to assist any trade, and to assist a mason to a height over nine (9) feet.

- **GLAZIERS**

Glazing wood and metal sash, doors, partitions, and 2 story aluminum storefronts. Installs glass windows, skylights, store fronts and display cases or surfaces such as building fronts, interior walls, ceilings and table tops and metal store fronts. Installation of aluminum window walls and curtain walls is the "joint" work of glaziers and ironworkers which requires either a blended rate or equal composite workforce.

- **IRONWORKERS**

Erection, installation and placement of structural steel, precast concrete, miscellaneous iron, ornamental iron, metal curtain wall, rigging and reinforcing steel. Handling, sorting, and installation of reinforcing steel (rebar). Metal bridge rail (traffic), metal bridge handrail, and decorative security fence installation. Installation of aluminum window walls and curtain walls is the "joint" work of glaziers and ironworkers which requires either a blended rate or equal composite workforce. Insulated metal and insulated composite panels are still installed by the Ironworker.

- **INSULATOR**

Installing fire stopping systems/materials for "Penetration Firestop Systems": transit to cables, electrical conduits, insulated pipes, sprinkler pipe penetrations, ductwork behind radiation, electrical cable trays, fire rated pipe penetrations, natural polypropylene, HVAC ducts, plumbing bare metal, telephone and communication wires, and boiler room ceilings. Past practice using the applicable licensed trades, Plumber, Sheet Metal, Sprinkler Fitter, and Electrician, is not inconsistent with the Insulator classification and would be permitted.

- **LABORERS**

Acetylene burners, asphalt rakers, chain saw operators, concrete and power buggy operator, concrete saw operator, fence and guard rail erector (except metal bridge rail (traffic), metal bridge handrail, and decorative security fence installation.), hand operated concrete vibrator operator, mason tenders, pipelayers (installation of storm drainage or sewage lines on the street only), pneumatic drill operator, pneumatic gas and electric drill operator, powermen and wagon drill operator, air track operator, block paver, curb setters, blasters, concrete spreaders.

- **PAINTERS**

Maintenance, preparation, cleaning, blasting (water and sand, etc.), painting or application of any protective coatings of every description on all bridges and appurtenances of highways, roadways, and railroads. Painting, decorating, hardwood finishing, paper hanging, sign writing, scenic art work and drywall hhg for any and all types of building and residential work.

- **LEAD PAINT REMOVAL**

Painter's Rate

1. Removal of lead paint from bridges.
2. Removal of lead paint as preparation of any surface to be repainted.
3. Where removal is on a Demolition project prior to reconstruction.

Laborer's Rate

1. Removal of lead paint from any surface NOT to be repainted.
2. Where removal is on a *TOTAL* Demolition project only.

- **PLUMBERS AND PIPEFITTERS**

Installation, repair, replacement, alteration or maintenance of all plumbing, heating, cooling and piping. ***\*License required per Connecticut General Statutes: P-1,2,6,7,8,9 J-1,2,3,4 SP-1,2 S-1,2,3,4,5,6,7,8 B-1,2,3,4 D-1,2,3,4.***

- **POWER EQUIPMENT OPERATORS**

Operates several types of power construction equipment such as compressors, pumps, hoists, derricks, cranes, shovels, tractors, scrapers or motor graders, etc. Repairs and maintains equipment. **\*License required, crane operators only, per Connecticut General Statutes.**

- **ROOFERS**

Covers roofs with composition shingles or sheets, wood shingles, slate or asphalt and gravel to waterproof roofs, including preparation of surface. (tear-off and/or removal of any type of roofing and/or clean-up of any and all areas where a roof is to be relaid)

- **SHEETMETAL WORKERS**

Fabricate, assembles, installs and repairs sheetmetal products and equipment in such areas as ventilation, air-conditioning, warm air heating, restaurant equipment, architectural sheet metal work, sheetmetal roofing, and aluminum gutters.

Fabrication, handling, assembling, erecting, altering, repairing, etc. of coated metal material panels and composite metal material panels when used on building exteriors and interiors as soffits, fascia, louvers, partitions, wall panel siding, canopies, cornice, column covers, awnings, beam covers, cladding, sun shades, lighting troughs, spires, ornamental roofing, metal ceilings, mansards, copings, ornamental and ventilation hoods, vertical and horizontal siding panels, trim, etc.

The sheet metal classification also applies to the vast variety of coated metal material panels and composite metal material panels that have evolved over the years as an alternative to conventional ferrous and non-ferrous metals like steel, iron, tin, copper, brass, bronze, aluminum, etc. Insulated metal and insulated composite panels are still installed by the Iron Worker. Fabrication, handling, assembling, erecting, altering, repairing, etc. of architectural metal roof, standing seam roof, composite metal roof, metal and composite bathroom/toilet partitions, aluminum gutters, metal and composite lockers and shelving, kitchen equipment, and walk-in coolers.

- **SPRINKLER FITTERS**

Installation, alteration, maintenance and repair of fire protection sprinkler systems.

**\*License required per Connecticut General Statutes: F-1,2,3,4.**

- **TILE MARBLE AND TERRAZZO FINISHERS**

Assists and tends the tile setter, marble mason and terrazzo worker in the performance of their duties.

- **TRUCK DRIVERS**

**Definitions:**

1) “Site of the work” (29 Code of Federal Regulations (CFR) 5.2(l)(b) is the physical place or places where the building or work called for in the contract will remain and any other site where a significant portion of the building or work is constructed, provided that such site is established specifically for the performance of the contract or project;

(a) Except as provided in paragraph (l) (3) of this section, job headquarters, tool yards, batch plants, borrow pits, etc. are part of the “site of the work”; provided they are dedicated exclusively, or nearly so, to the performance of the contract or project, and provided they are adjacent to “the site of work” as defined in paragraph (e)(1) of this section;

(b) Not included in the “site of the work” are permanent home offices, branch plant establishments, fabrication plants, tool yards etc, of a contractor or subcontractor whose location and continuance in operation are determined wholly without regard to a particular State or political subdivision contract or uncertain and indefinite periods of time involved of a few seconds or minutes duration and where the failure to count such time is due to consideration justified by industrial realities (29 CFR 785.47)

2) “Engaged to wait” is waiting time that belongs to and is controlled by the employer which is an integral part of the job and is therefore compensable as hours worked. (29 CFR 785.15)

3) “Waiting to be engaged” is waiting time that an employee can use effectively for their own purpose and is not compensable as hours worked. (29 CFR 785.16)

4) “De Minimus” is a rule that recognizes that unsubstantial or insignificant periods of time which cannot as a practical administrative matter be precisely recorded for payroll purposes, may be disregarded. This rule applies only where there are uncertain and indefinite periods of time involved of a short duration and where the failure to count such time is due to consideration justified by worksite realities. For example, with respect to truck drivers on prevailing wage sites, this is typically less than 15 minutes at a time.

**Coverage of Truck Drivers on State or Political subdivision Prevailing Wage Projects**

**Truck drivers are covered for payroll purposes under the following conditions:**

- Truck Drivers for time spent working on the site of the work.
- Truck Drivers for time spent loading and/or unloading materials and supplies on the site of the work, if such time is not de minimus

- Truck drivers transporting materials or supplies between a facility that is deemed part of the site of the work and the actual construction site.
- Truck drivers transporting portions of the building or work between a site established specifically for the performance of the contract or project where a significant portion of such building or work is constructed and the physical places where the building or work outlined in the contract will remain.

*For example: Truck drivers delivering asphalt are covered under prevailing wage while “engaged to wait” on the site and when directly involved in the paving operation, provided the total time is not “de minimus”*

**Truck Drivers are not covered in the following instances:**

- Material delivery truck drivers while off “the site of the work”
- Truck Drivers traveling between a prevailing wage job and a commercial supply facility while they are off the “site of the work”
- Truck drivers whose time spent on the “site of the work” is de minimus, such as under 15 minutes at a time, merely to drop off materials or supplies, including asphalt.

*These guidelines are similar to U.S. Labor Department policies. The application of these guidelines may be subject to review based on factual considerations on a case by case basis.*

**For example:**

- Material men and deliverymen are not covered under prevailing wage as long as they are not directly involved in the construction process. If, they unload the material, they would then be covered by prevailing wage for the classification they are performing work in: laborer, equipment operator, etc.
- Hauling material off site is not covered provided they are not dumping it at a location outlined above.
- Driving a truck on site and moving equipment or materials on site would be considered covered work, as this is part of the construction process.

*Any questions regarding the proper classification should be directed to:*

*Public Contract Compliance Unit  
Wage and Workplace Standards Division  
Connecticut Department of Labor  
200 Folly Brook Blvd, Wethersfield, CT 06109  
(860) 263-6543*

Connecticut Department of Labor  
Wage and Workplace Standards Division  
FOOTNOTES

Please Note: If the “Benefits” listed on the schedule for the following occupations includes a letter(s) (+ a or + a+b for instance), refer to the information below.

Benefits to be paid at the appropriate prevailing wage rate for the listed occupation.

If the “Benefits” section for the occupation lists only a dollar amount, disregard the information below.

**Bricklayers, Cement Masons, Cement Finishers, Concrete Finishers, Stone Masons**  
(Building Construction) and  
(Residential- Hartford, Middlesex, New Haven, New London and Tolland Counties)

- a. Paid Holiday: Employees shall receive 4 hours for Christmas Eve holiday provided the employee works the regularly scheduled day before and after the holiday. Employers may schedule work on Christmas Eve and employees shall receive pay for actual hours worked in addition to holiday pay.

**Elevator Constructors: Mechanics**

- a. Paid Holidays: New Year’s Day, Memorial Day, Independence Day, Labor Day, Veterans’ Day, Thanksgiving Day, Christmas Day, plus the Friday after Thanksgiving.
- b. Vacation: Employer contributes 8% of basic hourly rate for 5 years or more of service or 6% of basic hourly rate for 6 months to 5 years of service as vacation pay credit.

**Glaziers**

- a. Paid Holidays: Labor Day and Christmas Day.

**Power Equipment Operators**  
(Heavy and Highway Construction & Building Construction)

- a. Paid Holidays: New Year’s Day, Good Friday, Memorial day, Independence Day, Labor Day, Thanksgiving Day and Christmas Day, provided the employee works 3 days during the week in which the holiday falls, if scheduled, and if scheduled, the working day before and the working day after the holiday. Holidays falling on Saturday may be observed on Saturday, or if the employer so elects, on the preceding Friday.

### **Ironworkers**

- a. Paid Holiday: Labor Day provided employee has been on the payroll for the 5 consecutive work days prior to Labor Day.

### **Laborers (Tunnel Construction)**

- a. Paid Holidays: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day and Christmas Day. No employee shall be eligible for holiday pay when he fails, without cause, to work the regular work day preceding the holiday or the regular work day following the holiday.

### **Roofers**

- a. Paid Holidays: July 4<sup>th</sup>, Labor Day, and Christmas Day provided the employee is employed 15 days prior to the holiday.

### **Sprinkler Fitters**

- a. Paid Holidays: Memorial Day, July 4th, Labor Day, Thanksgiving Day and Christmas Day, provided the employee has been in the employment of a contractor 20 working days prior to any such paid holiday.

### **Truck Drivers**

(Heavy and Highway Construction & Building Construction)

- a. Paid Holidays: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Christmas day, and Good Friday, provided the employee has at least 31 calendar days of service and works the last scheduled day before and the first scheduled day after the holiday, unless excused.

## **SECTION 5.1 – LIVING WAGE ORDINANCE**

### **GENERAL INFORMATION**

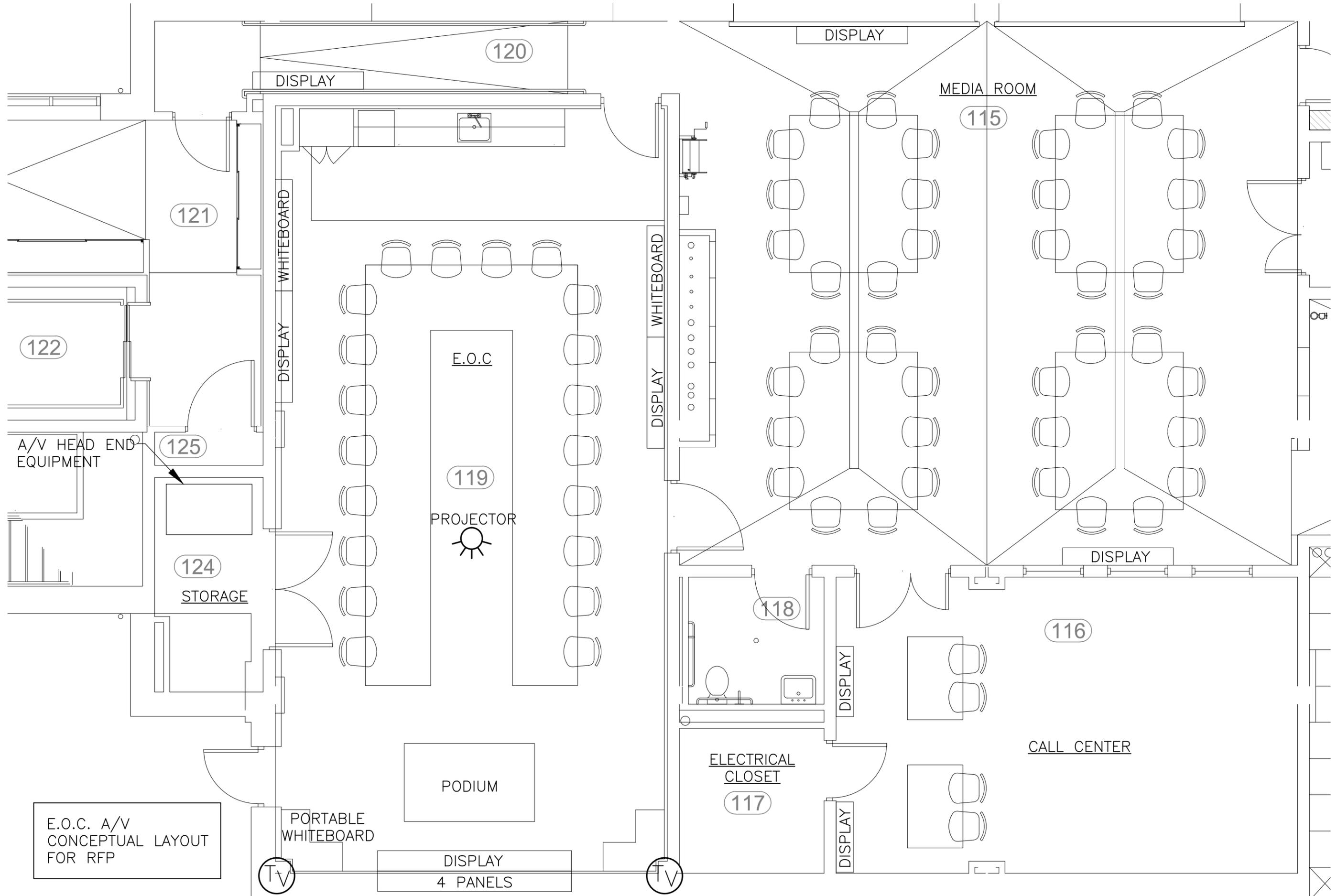
**Rev. 070212, Express Request Doc. #1019**

**NOTE:** SECTION 4 contains information concerning City's Living Wage Ordinance. You are responsible for obtaining a copy prior to bidding. If you do not have a revision dated 070212 or later on file you may download a copy from the Terms and Conditions section of our website at [www.norwalkct.org](http://www.norwalkct.org) Document number **1019**

# **E X H I B I T S**

Exhibit #1 – conceptual layout of Emergency Operation Center (EOC) – one (1) page

Exhibit #2 – Emergency Operation Center (EOC) – concept of operation – five (5) pages



E.O.C. A/V  
CONCEPTUAL LAYOUT  
FOR RFP

120

DISPLAY

DISPLAY

MEDIA ROOM

115

121

WHITEBOARD

WHITEBOARD

122

DISPLAY

DISPLAY

A/V HEAD END  
EQUIPMENT

125

E.O.C.

119

PROJECTOR



118

DISPLAY

124

STORAGE

116

ELECTRICAL  
CLOSET

117

DISPLAY

CALL CENTER

PODIUM

PORTABLE  
WHITEBOARD

DISPLAY

4 PANELS

DISPLAY



## **INTRODUCTION**

The City of Norwalk must have the capability to organize and direct the operations of all available resources in the event of a disaster affecting the City. The Emergency Operations Center (EOC) will act as the direction and control facility during major disasters for the assignment of all City resources and the coordination with the CT Division of Emergency Management/Homeland Security (DEMHS) and other jurisdictions.

Emergencies and disasters present numerous challenges for emergency responders and campus officials tasked with managing the response. Among these challenges are coordinating the efforts of numerous responding agencies and campus units, managing the flow of information, planning response and recovery activities for the hours, days, and weeks ahead, and attempting to obtain resources in a resource-deprived area. Because of the complexity of emergency response operations, it is necessary to have a central location from which to manage these activities.

## **Purpose of EOC**

The Norwalk Emergency Operations Center (EOC) supports emergency operations, allowing on-scene emergency responders to focus their efforts on providing for the safety of the affected community. The EOC also provides support to city departments and community and private sector partners attempting to maintain or resume normal operations. While the specific activities undertaken by the EOC will be dictated by the unique demands of the situation, there are six broad tasks noted to be typical of EOC's. These include:

- Coordination – matching the capabilities of campus units and external organizations to the demands of the emergency
- Policy making – making decisions pertaining to the university-wide response
- Operations – managing mission assignments to directly meet the demands of the emergency
- Information gathering – determining the nature and extent of emergency conditions
- Dispersing public information – informing the campus community and news media
- Hosting visitors – managing the convergence of volunteers, concerned community members, and VIPs

## **Considerations**

The EOC Leader should consider the following criteria when determining EOC activation:

- Coordination – Extent to which resolution requires participation from multiple departments and/or response agencies
- Extent of damage – Areas of city affected; injuries or death that have occurred or are imminent; and/or major damage to critical infrastructure
- Cascading effects – Potential for an incident to expand in scope in the near future
- Sustained operations -Necessary for emergency operations to continue 24/7

## **Authority**

In the event of a natural disaster or technological emergency affecting the City, the Mayor, Director of Emergency Management or designees will activate the EOC.

## **Location**

The EOC will be located in the Norwalk Fire Department Headquarters located at 121 Connecticut Ave. on the first floor. With support spaces located in the small apparatus bay, fitness room, third floor conference rooms and offices.

## **OPERATING CONCEPT OR FUNCTIONS**

The Emergency Operating Center (EOC) provides necessary space and facilities for the centralized supervision and control of any or all of the following functions:

- Direction of all emergency operations
- Communications and warnings
- Request and management of all mutual aid resources
- Consolidation, analysis, and dissemination of damage assessment data for further action as deemed appropriate and forwarding requests for disaster assistance to area, state and national headquarters.
- Issuing of emergency information and instructions to the public during times of emergency, such as movement to shelter and providing for other assistance for natural disaster situations.
- Evacuation / Re-entry Orders and Information.
- Allocation of resources and search teams.
- Coordination of the Social Services Emergency Operations center to identify and address the critical needs of residents impacted by the event.
- Coordination of the Private Sector EOC to identify and address the critical needs of businesses impacted by the event.

### **ACTIVATION OF THE EOC**

#### **Warning**

Warnings may be received from any source or means. All warnings and alert messages will be verified. Most probable sources are:

- On-the-scene personnel (telephone / radio)
- National Weather Service
- CT Division of Emergency Management/ Homeland Security
- News media

#### **Notification**

Warning / Alert messages will be relayed to:

- City's Emergency Management Team
- DEMHS Region 1 Coordinator
- Combined Dispatch and Customer Service
- Various Agencies / Departments / Schools

#### **Alerting Procedures:**

Upon receipt of a valid warning message, the Emergency Management Director, or the designee will:

- Consult with the Mayor and make recommendations for the activation of the EOC.
- Open the EOC.
- Notify the required agencies of the emergency / disaster and request their attendance at the EOC.
- Notify CT DEMHS Region 1 Coordinator of the initial evaluation of the situation and the activation of the EOC.

#### **Activation:**

In order to facilitate use of the EOC for a variety of disasters, graded levels of response to varying levels of events have been identified. An event may escalate through the different Activation Levels sequentially.

***Level I - Monitoring Activation:***

- A Monitoring Activation Level I will be implemented whenever the office of Emergency Management receives notice of an incident which may escalate to threaten public safety. During a Level I Activation, the EM Coordinator will disseminate information to the EOC Control and Support Group members directly affected by the incident.

***Level II - Hazard Specific Activation***

- The EM Coordinator, County official, or the Incident Commander may implement a Hazard Specific Activation Level II. Only those Support Group members impacted by the hazard or involved in the response will be represented at the EOC.

***Level III - Full Activation***

- A full City activation may be implemented for a major event. All members of both the Control Group and the Support Group will be notified. The EOC will be staffed 24 hours a day or on call as needed depending on the incident and the phase of the incident.
- The EOC will be considered activated when sufficient personnel for operations are present and communication systems are operating.
- The Emergency Management Coordinator will provide a briefing as soon as possible. Subsequent briefings will be provided, as necessary

**ORGANIZATION**

Staffing: Department / Agency Heads are responsible for providing trained, adequate staffing, in a timely manner.

*Level I - Level II Activation:* EOC staff composition as directed by the EM Coordinator, City official, or the Incident Commander.

*Level III Activation*

**Control Group**

- Mayor
- Emergency Management Director and Deputy Director
- Police
- Fire
- DPW
- PIO
- Health
- others as identified.

**Support Group** (list may not be inclusive and other agencies may be added if determined to be needed by the EM Coordinator or the Control Group.

- Norwalk EMS
- Norwalk Hospital
- Combined Dispatch and Customer Service

- Social Services EOC members (includes community agencies and Houses of Worship)
- American Red Cross
- Salvation Army
- Finance Office
- Amateur Radio Association
- Personnel
- Norwalk Transit
- School Superintendent
- Chamber of Commerce
- Utilities (CL&P, SNEW, TTD)
- Norwalk Library

## **CONCEPT OF OPERATIONS**

### **General**

All operations in the EOC will be in accordance with the City's Emergency Operations Plan. Personnel delegated responsibilities in the plan will be furnished with copies that includes the assignment of responsibilities for the Control and Support Groups.

Each agency of the Support Group will determine their own staffing requirements. *However, each agency representative must have the authority to commit their agency's resources.* When the department head of a Support Group makes a staffing assignment, consideration should be given to those with personal obligations, such as single parent families, persons with custodial care of elderly parents, homes in evacuation areas, etc.

In order to standardize operations, two 12 hour shifts have been defined for the EOC Team; Day Shift 0700-1900 (7 a.m. - 7 p.m.), Night Shift 1900-0700 (7 p.m. - 7 a.m.). The Support Groups should conform to this schedule whenever possible. Relief shifts should arrive 30 minutes early so that briefings can be conducted on what has occurred, what decisions have been reached, and what problems remain.

### **Information Flow**

There will be many events, situations, and communications links occurring simultaneously during EOC activation. As a general guide, any communication, event, action or decision that may impact life, safety, or incur an expense, should be documented.

It is widely recognized that the efficiency and effectiveness of EOC operations is greatly improved through the utilization of a formal organizing structure. EOC Team members are organized using the Incident Command System (ICS) as a guide. ICS offers numerous benefits, including:

- Unity of effort – All EOC Team members operate under a common list of objectives
- Accountability – Each individual has a specific role in the EOC for which s/he is responsible
- Eliminates redundancy – The clearly established division of labor eliminates duplication of effort

The EOC will operate under the Incident Command System (ICS). This will include at a minimum the following staff positions:

- Incident Command
- Operations
- Logistics
- Planning

- Finance/Admin

### **Information/ Resource sharing**

- Incident Master Log: An Incident Master Log will be maintained. As each page of the Master Log is completed, it will be printed and distributed to all Support Groups.
- Key Events / Message Board: A major purpose of the EOC is accumulating and sharing of information to ensure coordination. A white board will be used to list major events / problems that need to be shared immediately or may need to be referenced later.
- Maps of Norwalk will be available for use in the EOC. A street directory will also be available. Parcel maps, SLOSH maps, and other maps are available for reference.
- Vital Facility information listing contact names, telephone numbers, resource information, etc. will also be available for use in the EOC.
- A resource book containing lists of emergency response agencies' resources will be available for use in the EOC.

### **Situation Reports**

Regularly scheduled briefings will be held during EOC Activation. The purpose of the briefings is for all members of the EOC Team to be updated on the current situation. The Emergency Management Coordinator or Incident Commander will begin the briefings and then each Support Agency will provide an update of their activities. Notes will be taken during the briefing for use in preparing a Situation Report. The Situation Report will be typed, approved (and initialed) by the Incident Commander and then disseminated to all Support Agencies, State and Federal liaisons. The Public Information Officer will be supplied with these Situation Reports to use as their basis for briefing the media.

### **EOC Layout/ Technology**

Pods or u shape

Workstations

conference rooms will be outfitted with an audiovisual system

### **Technology**

The Emergency Operations Center will be supported by Incident Command Software and Recovery Software packages. The specific vendor has yet to be finalized. Software will enable the EOC to effectively manage the vast amount of information that is generated during a crisis

### **Communications**

*Telephone:* All Support Agencies and the Control Group will be assigned telephones. The telephone number for each Support Agency and the Control Group will be provided at the initial EOC briefing. Any long distance call made will be logged, indicating time, person called, and purpose for the call.

*Support Agency Radio:* Each Support Agency will communicate with their personnel through their normal radio systems. Each agency should ensure they have extra batteries, chargers, etc., with them at the EOC.

*Amateur Radio* The [Amateur Radio Association](#) provides amateur radio communications between the EOC, public shelter, Division of Emergency Management, neighboring counties, and other key locations as needed