

CT DAS Bid 13PSX0172 EXHIBIT A.2

Additional Terms and Conditions

I. Client Agency Contacts.

For purchase order related questions, please contact the Connecticut Department of Transportation processing unit at 860-594-2070.

For invoices and payments related questions, please contact the Connecticut Department of Transportation accounts payable unit at 860-594-2305.

All Contractor invoices shall include the following:

- Contractor Federal Employee Identification Number (F.E.I.N.) or social security number.
- Complete Contractor name and billing address.
- Project number, if applicable.
- Invoice number and date.
- Purchase order number.
- Itemized description of services and/or material supplied.
- Adjustments, if applicable.
- Quantity, unit of measure, unit price, and extended amount.
- Ticket numbers corresponding to each invoice must be listed or attached to the Contractor's invoice as a separate sheet.

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

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

II. Danielson Airport Security

The Contractor shall adhere to established security and or property entrance policies and procedures established for the Danielson Airport. It is the responsibility of the Contractor to understand and adhere to the policies and procedures prior to any attempt to enter the premises.

It is not anticipated that the Contractor and its employees will be required to acquire a badge for this project.

The Contractor shall not cause any interruption or interference with the normal routine activities at the Danielson Airport

