WESTERN CONNECTICUT STATE UNIVERSITY	REQUEST FOR PROPOSAL This is NOT an order to ship.	Please quote on the commodities or services listed below. All prices must be FOB Destination. You must show unit price, amount and total or bid may be rejected. The State of Connecticut is exempt from payment of Federal Excise taxes and the Connecticut Sales Tax. Do not include such taxes in bid prices. WCSU reserves the right to reject in whole or part any or all bids submitted.

VENDOR NAME and ADDRESS:	BID NUMBER: 2014-ERB-0211 BID DUE DATE: June 28, 2013 at 2:30 PM
RETURN TO: Western Connecticut State University Purchasing Department 181 White Street Danbury, CT 06810	DATE ISSUED: June 14, 2014

SIGNED (for agency) E.R. Boriss	PREPARED BY: E.R Boriss Associate Director – Administrative Services Phone: (203) 837-8758 Fax: (203) 837-8659	PURCHASING AUTHORITY: Public Acts 91-256/92-154 CGS 10a-151b

Item	Description	Unit	Quantity	Price	
1	Western Connecticut State University (WCSU) is seeking proposals for preventative maintenance and service on its chiller units on the midtown and Westside campuses located in Danbury Connecticut. The service period shall be from approximately July 1, 2013 through June 30, 2016 with an option for a 4th year and 5th year to be exercised at the sole discretion of the University. University contact is Mr. Paul Basso: 203-648-1256, All site visits must be completed by June 21, 2013 between the hours of 8:00am – 2:00PM. Contact Paul Basso to make arrangements. Western Connecticut State University to render final acceptance or rejection on any proposal, substitute or equivalent received.				

TO BE COMPLETED BY BIDDER	Vendor Authorized Signature_____ Date_____ Printed Name_____ Phone_____ Extension_____ Cash discount Payment Terms _____%_____days, net 30 days Company FEIN_____

WESTERN CONNECTICUT STATE UNIVERSITY	REQUEST FOR PROPOSAL This is NOT an order to ship.	Please quote on the commodities or services listed below. All prices must be FOB Destination. You must show unit price, amount and total or bid may be rejected. The State of Connecticut is exempt from payment of Federal Excise taxes and the Connecticut Sales Tax. Do not include such taxes in bid prices. WCSU reserves the right to reject in whole or part any or all bids submitted.

VENDOR NAME:	BID NUMBER: 2014-ERB-0211
Return to: Western Connecticut State University Purchasing Department 181 White Street Danbury, CT 06810	PAGE 2

Item	Description	Unit	Quantity	Unit Price	Extension
	See specifications attached Attachment "A" Pricing sheets as per Attachment "B"				

	Bid Parameters Compliance with the attached terms and conditions is mandatory. The forms "Commission on Human Rights and Opportunities - Contract Compliance Regulations – Notifications to Bidders" and "Form B- Nondiscrimination Certification" "Client references" " Proposal certification and Statement of bidders qualifications " and Bid submittal Pricing form Attachment "B" must be completed and submitted with the proposal. Note that this is a sealed bid. Late bids, e-mailed bids, faxed bids, or unsealed bids will not be accepted. Please note the sealed bid number 2014-ERB-0211 on the exterior of the sealed envelope so that proper identification of the proposal can be made. Sealed bid opening is June 28, 2013 at 2:30PM in the Purchasing Office of Western Connecticut State University, located on the lower level of University Hall, 181 White St., Danbury, CT. Note that Western Connecticut State University reserves the right to reject any and all solicitations and to order or to not order any and all goods or services in this solicitation.				
To be completed by bidder	Vendor Authorized Signature_____ Date_____				

WESTERN
CONNECTICUT
STATE UNIVERSITY

Attachment "A" Chiller Maintenance and Service
Bid # 2014-ERB-0211

Section 1. Administrative Overview

1.1 Introduction

This is a Request for Proposals (RFP) issued by Western Connecticut State University (hereinafter referred to as the "University" or "WCSU") seeking proposals from experienced and qualified vendors to furnish Chiller preventative maintenance and service on the University chillers located on the midtown and west side campuses in Danbury Connecticut. The service period shall be form July 2013 through June 2016 with an option for and additional 4th year and an option for an additional 5th year to be exercised at the sole discretion of the University.

1.2 Authority

This RFP is issued by WCSU under the provisions of the Connecticut General Statute's 4a-52a, 10a-151b and 10a-89.

1.3 RFP Organization

This RFP is organized into the following sections:

Section 1, Administrative Overview -- Provides Contractors with general information on the objectives of this RFP, procurement schedule, and procurement overview.

Section 2, Scope of Work -- Provides Contractors with a general description of the University, background, RFP objectives, the tasks to be performed, delineates University and Contractor's responsibilities, and defines deliverables.

Section 3, Proposal Requirements -- Describes the required format and content for the Contractor's proposal.

Section 4, Evaluation Criteria -- Describes how proposals will be evaluated by WCSU.

1.4 Proposer Site Visits

All contractors may visit the site and become familiar with existing conditions. If you want to schedule an appointment to visit the campus please contact Mr. Paul Basso at 203-648-1256.between the hours of 8:00am - 2:00pm. All site visits must be completed by June 21, 2013

1.5 Submission of Proposals

Contractors shall submit a clearly marked **original plus (1) copy** of the proposal. Proposals shall be received by the WCSU Purchasing Department no later than June 28, 2013 at 2:30PM. At that time, a representative of the Purchasing Department will announce publicly the names of those firms submitting proposals. Any proposal received after this date and time shall be rejected. No other public disclosure will be made until after the award of the contract. Proposals shall be mailed or delivered to:

Esther Boriss
Associate Director of Administrative Services
Western Connecticut State University
181 White St.
Danbury, CT 06810

The outside cover of the package containing the proposal shall be marked: "RFP – Chiller Maintenance and Service along with the bid number 2014-ERB-0211 to allow for proper identification.

Note: Should the University be unexpectedly closed at the scheduled bid due date and time (i.e.; inclement weather closing), the bid due date shall default to 2:30PM on the next business day the University is open (a business day defined as Monday-Friday inclusive and not including Saturday or Sunday). Closing information can be obtained via the WCSU website www.wcsu.edu or via the University's weather closing line, phone 203-837-9377.

1.6 Costs For Proposal Preparation

Any costs incurred by Bidders in preparing or submitting a proposal or presentation shall be the Bidder's sole responsibility.

1.7 Disqualification of Proposals

The University reserves the right to consider as acceptable only those proposals submitted in accordance with all requirements set forth in this RFP and which demonstrate an understanding of the scope of the work. Any proposal offering any other set of terms and conditions contradictory to those included in this RFP may be disqualified without further notice.

A Bidder shall be disqualified and the proposal automatically rejected for any one or more of the following reasons:

- The proposal shows noncompliance with applicable law.
- The proposal is conditional, incomplete, or irregular in such a way as to make the proposal indefinite or ambiguous as to its meaning.
- The proposal has any provision reserving the right to accept or reject award, or to enter into a contract pursuant to an award, or provisions contrary to those required in the solicitation.
- The Bidder is debarred or suspended.
- The Bidder is in default of any prior contract or for misrepresentation.

1.8 Addenda to This RFP

WCSU may need to issue one or more addenda related to this RFP. Such addenda shall be added to the original RFP document and posted within the contracting portal of the State of Connecticut's Department of Administrative Services website www.biznet.ct.gov It shall be the responsibility of prospective bidders and interested parties to familiarize themselves with the web site and visit it regularly during the RFP process for updated information or addenda related to this RFP.

1.9 Rights Reserved

WCSU reserves the right to award in part, to reject any and all proposals, in whole or in part, and to waive technical defects, irregularities and omissions if, in its judgment, the best interest of WCSU will be served. Should WCSU determine that only one Bidder is fully qualified, or that one Bidder is more highly qualified than the others under consideration, a contract may be negotiated and awarded to that bidder. The awarded document shall be a contract incorporating by reference all requirements, terms and conditions of the solicitation and the awarded contractor's proposal as negotiated.

1.10 Final Contract

WCSU intends to use this RFP and the successful proposal as a basis for the final contract. All provisions of this RFP shall be incorporated into the final awarded contract. Note that the awarded contractor can expect the same basic contract format to be followed as in the current contract.

1.11 Inspection of Proposals and Confidential Information

Proposals may be available for public inspection upon notice of award and shall be available for public inspection after the contract is signed by all parties. Information marked as "confidential" in any proposal shall be honored as such, to the extent allowable under the Freedom of Information Act.

The University treats Proposals as confidential until after the award is issued. At that time they become subject to disclosure under the Freedom of Information Act. If a respondent wishes to supply any information, which it believes is exempt from disclosure under the Act that respondent should summarize such information in a separate envelope and each page submitted should clearly state "Confidential," but otherwise be presented in the same manner as the Proposal. However, any such information is provided entirely at the respondent's own risk and the University assumes no liability for any loss or damage which may result from the University's disclosure at any time of any information provided by the respondent in connection with its proposal.

1.12 Contract Invalidation

If any provision of this contract is found to be invalid, such invalidation will not be construed to invalidate the entire contract.

1.13 Term of the Contract

The initial term of the contract shall be from issuance of a WCSU Purchase Order on or about July 1, 2013 through June 30, 2016, with an option for a 4th year and 5th year at the sole discretion of the University.

1.14 Fees

All fee and cost structures quoted herein for this project shall remain firm for the entire contract term

1.15 RFP Terms and Conditions

The terms and conditions should be reviewed carefully to ensure full responsiveness to the RFP. The anticipated contract will be, in form and substance, consistent with applicable University policy and regulations and State of Connecticut statutes and regulations regarding the creation and execution of such contract. The failure of any respondent to receive or examine any contract, document, form, addenda or to visit the sites and acquaint itself with conditions there-existing, will not relieve it of any obligation with respect to its proposal or any executed contract. The submission of a proposal shall be conclusive evidence and understanding of the University's intent to incorporate such terms and conditions into the contract.

1.16 Advertising

In submitting a proposal, the Vendor agrees, unless specifically authorized in writing by an authorized representative of WCSU on a case by case basis, that it shall have no right to use, and shall not use, the name of Western Connecticut State University, its officials or employees, or the Seal of the University, a) in any advertising, publicity, promotion; nor b) to express or imply any endorsement of agency's services; nor c) to use the name of the state, its officials or employees or the University seal in any manner (whether or not similar to uses prohibited by subparagraphs (a) and (b) above) except only to manufacture and deliver in accordance with this agreement such services as are hereby contracted by the University.

Section 2. Scope of Work

2.0 General Background of WCSU

Western Connecticut State University (WCSU), a school within the Connecticut State University (CSU) System, is a four year university located on (2) campuses in Danbury, CT and (1) campus in Waterbury, CT. The CSU System consists of four comprehensive universities and a System Office, located in the following areas: Central Connecticut State University in New Britain, Eastern Connecticut State University in Willimantic, Southern Connecticut State University in New Haven, and Western Connecticut State University in Danbury. The System Office is located on Woodland St. in Hartford.

WCSU has an enrollment of approximately 6462 students, of which 4704 are full time and 1758 are part time. Additionally, of the 6462 student population, 5769 are undergraduate student and 693 are graduate students. At WCSU, approximately 1630 students live in campus residence halls (547on the Midtown Campus and 1083 on the Westside Campus). WCSU currently employs approximately 625 full and 376 part-time individuals.
For more information concerning Western Connecticut State University, please visit the University's website at www.wcsu.edu.

2.1 Scope

Western Connecticut State University is seeking proposals from experienced and qualified vendor to furnish Chiller preventative maintenance and service to the below listed equipment.

The Preventive Maintenance and Service Agreement shall run for a period of three (3) years beginning July 1, 2013, through June 30, 2016 with an option for and additional 4th year and an option for an additional 5th year to be exercised at the sole discretion of the University.

The Preventive Maintenance and Service Agreement may be cancelled by either party at the end of the contracted term providing thirty (30) days advance written notice is given prior to renewal date.

All quoted labor rates and travel charges will remain in effect for the life of this contract period (three years). CPI will allow for increase in the 4th and 5th years of this contract.

Equipment to be covered under the maintenance and service agreement:

TWO (2) CENTRIFUGAL CHILLERS (Ancell) R11units
MODEL: 19DK55173CB, SERIAL #45142
MODEL: 19DK55173CB, SERIAL #45143

THREE (3) CARRIER ECOLOGIC CHILLERS (Library & Warner)
MODEL: 30HXC106RZ-500AA, SERIAL #5098F89234
MODEL: 30HXC136RZ-530AA, SERIAL #1299F07848
MODEL: 30HXC136RZ-530AA, SERIAL #1299F07850

AIR COOLED SCREW COMPRESSOR CHILLER
MCQUAY, MODEL #ALS425A (PINNEY HALL)
MCQUAY AIR COOLED WATER CHILLER #AGZ100BS12-ER11
SER. # STNU050700101 R-22 (NEWBURY HALL)

One (1) YORK MILLENNIUM SCREW CHILLER #YCWSO200SB46Y (CENTENNIAL)

THREE (3) TRANE CHILLERS and two (2) Trane Refrigerant Monitors
TRANE SERIES R CONTRAVAC CHILLER MODEL #RTHB (Campus Center)
TRANE CHILLER MODEL #CVHF570 SER. #L04D01798 (SCIENCE)
TRANE CHILLER MODEL #CVHF570 SER. #L04D01800 (SCIENCE)
Trane Refrigerant Monitor TruSense SD RMWGCA1C serial LO4M05378
Trane Refrigerant Monitor TruSense SD RMWGCA1C serial LO4M05377

2.2 Preventative Maintenance and Service Specifications

2.2.1 **TWO** (2) CARRIER 19DK CENTRIFUGAL (Hermetic) – Single Compressor, low pressure chiller

The following scope of work outlines services to be performed on two (2) Carrier 19DK Centrifugal Chillers located at the Westside Campus Classroom Building (Ancell Building).

Annual Preventive Maintenance

Annual Preventive maintenance will be performed prior to May 15 of each year.

Entire Unit:

1. Notify the boiler room upon arrival (203) 837-8329.
2. Take oil samples for analysis. Provide written report with recommendations
3. Leak test machines in their entireties. Provide written report on leaks found, R11 used.
4. Check gauges / Indicator lights for proper operation (replace if found defective).
5. Check refrigerant levels, verify by inspection readings and replenish as needed (WCSU has up to 200 pounds stored onsite).
6. Removed refrigerant shall be stored in refrigerant recovery cylinder per EPA requirements (cylinders and recovery unit supplied by contractor).
7. Change compressor oil cartridge (waste oil is the responsibility of WCSU).
8. Replace oil filter.
9. Replace oil Volute filter/strainer.
10. Inspect transmission gears through inspection covers.
11. Check compressor sump heaters. (Replace thermostats if required)
12. Check oil pressure and temperature. (Calibrate temperature to 140f if required)
13. Check/clean purge float chamber and replace float valve in purges.
14. Clean purge site glasses.
15. Check and calibrate controls, safeties and starter interlocks.
16. Visually inspect contactors & starter contacts – tighten all electrical connections.
17. Perform controls test at start up.
18. Meg motors, oil pump, and compressor and record readings.
19. Cleanup work area.
20. Document inspections with all readings, obtain signature by WCSU representative.
21. Provide written report with any recommendations.

Operating Inspections

Provide (2) Two operating inspections to be performed during the months of June through September.

1. Notify the boiler room upon arrival. (203) 837-8329
2. Check general machine operation.
3. Check controls, power, and piping.
4. Check all safety/operating controls.
5. Check starter, wiring, and contacts.
6. Check all gages and indicator lights.

7. Check water flow.
8. Log all chill water, condenser water, pressures & temperatures.
9. Log cooler refrigerant temperature & pressure.
10. Check and record oil level, color, supply pressure & sump temperature.
11. Check and record oil pump currant.
12. Checks purge operation.
13. Check for Leaks.
14. Make equipment adjustments as required.
15. Make operation/control adjustments as required.
16. Clean-up work area.
17. Document inspection and obtain signature by WCSU representative.
18. Provide a written report with any recommendations.

Replacement Parts:
All replacement parts, oil, gaskets, filters, *refrigerant, and other expendable items, which are needed to accomplish the preceding scope of work, shall be supplied by the contractor and are included in the base price.
Labor:
Quoted prices shall include all factory qualified technician labor, material as outlined, supervision, transportation, and tools to complete the preceding scope of work.
Additional Work: Any additional repairs, services, or parts required during the performance of the quoted work must have prior authorization by Mr. Paul Basso of Western Connecticut State University.

2.2.2 (3) CARRIER ECOLOGIC 30HXC SCREW CHILLERS, WATER COOLED
Model: 30HXC106RZ-500AA, SERIAL #5098F89234 – WARNER HALL
Model: 30HXC136RZ-530AA, SERIAL #1299F07848 – HASS LIBRARY
Model: 30HXC136RZ-530AA, SERIAL #1299F07850 – HASS LIBRARY

The following scope of work outlines services to be performed on (3) Carrier 30 HXC screw chillers located on the midtown campus.

Annual Preventive Maintenance

Annual preventive maintenance will be performed prior to May 15th of each year.
Scope:
1. Notify boiler room upon arrival. (203) 837-8329
2. Check all gauges and indicator lights for proper operation.
3. Leak test the entire unit.
4. Calibrate operating controls.
5. Inspect contactors and tighten all electrical connections.
6. Check starter wiring and contacts.
7. Calibrate flow switches/devises.
8. Replace internal compressor oil filters.
9. Replace external oil filters.
10. Meg compressor motor.

11. Take oil sample and analysis provide written report.
12. Check refrigerant charge.
13. Replace PSIO module batteries.
14. Check for refrigerant and oil leaks
15. Check and record oil pump, suction, and discharge pressures.
16. Clean-up work area.
17. Document inspection and obtain signature by WCSU representative
18. Provide written report, with any recommendations

Operating Inspection

Provide (2) two operating inspections to be performed during the months of June through September.

1. Notify the boiler room upon arrival (203) 837-8329.
2. Check general machine operation.
3. Check controls, power, and piping.
4. Check all safety/operating controls.
5. Check starter, wiring, and contacts.
6. Check all gages and indicator lights.
7. Check water flow.
8. Log all chill water, condenser water, pressures & temperatures.
9. Log cooler refrigerant temperature & pressure.
10. Check and record oil level, color, supply pressure & sump temperature.
11. Check and record oil pump currant.
12. Checks purge operation.
13. Check for Leaks.
14. Make equipment adjustments as required.
15. Make operation/control adjustments as required.
16. Clean-up work area.
17. Document inspection and obtain signature by WCSU representative
18. Provide a written report, with any recommendations.

Replacement Parts:

All replacement parts, oil, gaskets, filters, *refrigerant, and other expendable items, which are needed to accomplish the preceding scope of work, shall be supplied by the contractor and are included in the base price.

Labor:

Quoted prices shall include all labor, material as outlined, supervision, transportation, and tools to complete the preceding scope of work.

Additional Work:

Any additional repairs, services, or parts required during the performance of the quoted work must have prior authorization by Mr. Paul Basso of Western Connecticut State University.

2.2.3 One (1) McQuay Model #ALS425A Air Cooled Screw Compressor Screw Compressor (Pinney Hall) and One (1) McQuay Model AG2100BS12-ER11 Air Cooled Screw Compressor (Newbury Hall)

The following scope of work outlines services to be performed on (1) McQuay model ALS425A located on the Westside campus Pinney Hall and
McQuay AG 2100BS12-ER11 located on midtown campus Newbury Hall

Annual Preventive Maintenance Inspection

Annual preventive maintenance will be performed prior to May 15th of each year.
Scope:

1. Notify the boiler room upon arrival 203 837-8329
2. Inspect for refrigerant and oil leaks.
3. Inspect vibration eliminators and water piping for leaks.
4. Check freeze protection, evaporator and piping.
5. Check refrigerant in sight glass.
6. Check compressor oil presence in the sight glass.
7. Inspect and tighten all electrical connections.
8. Check relays and operating/safety controls.
9. Check crankcase heater operation.
10. Meg hermetic motor.
11. Check operation of electronic expansion valve.
12. Perform Micro tech check, log and last fault analysis, analyze performance.
13. Perform McQuay OEM Software updates to latest version
14. Check condenser coils.
15. Check condenser fan operation.
16. Document inspection, and obtain signature by WCSU representative.
17. Provide a written report with any recommendations based on your inspection

Operating Inspection

Provide (2) two operating inspections to be performed during the months of June through September.

1. Notify the boiler room upon arrival 203 837-8329.
2. Inspect for refrigerant and oil leaks.
3. Inspect vibration eliminators and water piping for leaks.
4. Check freeze protection, evaporator and piping.
5. Check refrigerant in sight glass.
6. Check compressor oil presence in the sight glass.
7. Inspect and tighten all electrical connections.
8. Check relays and operating/safety controls.
9. Check crankcase heater operation.
10. Perform Micro tech check, log and last fault analysis, analyze performance.
11. Perform McQuay OEM Software updates to latest version
12. Check condenser coils.

13. Check condenser fan operation.
14. Take and record readings on the unit.
15. Document inspection, and obtain signature by WCSU representative.
16. Provide a written report with any recommendations based on your inspection

Replacement Parts:
All replacement parts, oil, gaskets, filters, *refrigerant, and other expendable items, which are needed to accomplish the preceding scope of work, shall be supplied by the contractor and are included in the base price.

Labor:
Quoted prices shall include all factory qualified technician labor, material as outlined, supervision, transportation, and tools to complete the preceding scope of work.

Additional Work:
Any additional repairs, services, or parts required during the performance of the quoted work must have prior authorization by Mr. Paul Basso of Western Connecticut State University.

2.2.4 One (1) York Millennium Screw Chiller Model #YCWSO200SB46Y Serial RBNM007639

The following scope of work outlines services to be performed on Centennial Hall chiller Westside Campus.

Annual maintenance will be performed prior to May 15th of each year.

Annual Preventive Maintenance Inspection

1. Notify boiler room upon arrival (203) 837-8329
2. Pump down each circuit and replace standard core driers
3. Replace compressor internal oil filters
4. Remove oil samples from each circuit for independent analysis provide report.
5. Perform meg test on each compressor and report findings
6. Check evaporator and condenser flow switches
7. Check microprocessor panel values to actual values
8. Check all microprocessor electrical and component connections
9. Check all starter electrical connections and contactors
10. Leak check system entirely and report any leaks found.
11. Document inspection readings and obtain signature of WCSU representative.
12. Provide a written report with any recommendations.

Operating Inspection

Provide (2) two operating inspections to be performed during the months of June through September.

1. Notify boiler room upon arrival (203) 837-8329
2. Check general operation of both circuits
3. Check evaporator and condenser flows vs. design
4. Check and verify all systems operating parameters

5. Compare actual parameters to microprocessor
6. Visually inspect electrical components for any deficiencies
7. Leak check system in entirety and report any leaks
8. Document inspection readings and obtain signature of WCSU representative.
9. Provide written report with any recommendations.

Replacement Parts:
All replacement parts, oil, gaskets, filters, *refrigerant, and other expendable items, which are needed to accomplish the preceding scope of work, shall be supplied by the contractor and are included in the base price.

Labor:
Quoted prices shall include all factory qualified technician labor, material as outlined, supervision, transportation, and tools to complete the preceding scope of work.

Additional Work: Any additional repairs, services, or parts required during the performance of the quoted work must have prior authorization by Mr. Paul Basso of Western Connecticut State University.

2.2.5 TRANE CHILLERS and Refrigerant Monitors (TruSense SD)

2.2.5a One TRANE SERIES R CONTRAVAC CHILLER MODEL #RTHB Series R ™ RTHBFMG Serial U06A05544
The following scope of work outlines services to be performed on Campus Center chiller Westside Campus.

Annual preventive maintenance will be performed prior to May 15th of each year.

Annual Inspection

1 Notify Boiler room upon arrival 203 837-8329
2 Initial Site Inspection
3 Review Diagnostics
4 Lock Out Tag Out At Main Disconnect
5 Control Panel Electrical Inspection
6 Electrical Inspection check all connection are tight.
7 Compressor Starter Inspection
8 Meg Compressor Motor(s)
9 Take oil sample for analysis Provide written report with any recommendations.
10 Rotary Oil Filter Change
11 Oil Level Check (Screw Machines) Per Circuit
12 Oil Level Check (Screw Machines) with Unit Shut Down for Season
13 Leak Test (High Pressure)
14 Remove Lock Out Tag Out At Main Disconnect
15 Flow Device Check Generic
16 Flow/Differential Mechanical Switch Check
17 Control Panel Calibration Check
18 Low Temperature Sensor Calibration

19 Pre-Start Chiller Check (Standard)
20 Start Chiller-Generic
21 Compressor Check (HeliRotor Compressors)
22 Document inspection and obtain signature by WCSU representative.
23 Provide written report with any recommendations based on inspection.

Operating Inspection

Provide (2) two operating inspections to be performed during the months of June through September.

1 Notify Boiler room upon arrival 203 837-8329
2 Initial Site Inspection
3 Review Diagnostics
4 Control Panel Electrical Inspection
5 Electrical Inspection
6 Compressor Starter Inspection
7 Oil Level Check (Screw Machines) Per Circuit
8 Check system for leaks.
9 Flow Device Check
10 Flow/Differential Mechanical Switch Check
11 Control Panel Calibration Check
12 Low Temperature Sensor Calibration
13 Compressor Check (HeliRotor Compressors)
14 Document inspection with log readings obtain signature by WCSU representative.
15 Provide a written report with any recommendations based on inspection.

Replacement Parts:
All replacement parts, oil, gaskets, filters, *refrigerant, and other expendable items, which are needed to accomplish the preceding scope of work, shall be supplied by the contractor and are included in the base price.

Labor:
Quoted prices shall include all factory qualified technician labor, material as outlined, supervision, transportation, and tools to complete the preceding scope of work.

Additional Work:
Any additional repairs, services, or parts required during the performance of the quoted work must have prior authorization by Mr. Paul Basso of Western Connecticut State University.

2.2.5b
TRANE CHILLER MODEL #CVHF570 SER. #L04D01798 (SCIENCE)
TRANE CHILLER MODEL #CVHF570 SER. #L04D01800 (SCIENCE)
Trane Refrigerant Monitor TruSense SD RMWGCA1C serial LO4M05378
Trane Refrigerant Monitor TruSense SD RMWGCA1C serial LO4M05377

The following scope of work outlines services to be performed on (2) Two Trane Centrifugal Chillers, located in the Science building Midtown Campus.

Annual preventive maintenance will be performed prior to May 15th of each year.

Annual Inspection and Start-up

1 Notify boiler room upon arrival (203) 837-8329
2 Initial Site Inspection
3 Review Diagnostics
4 Review Purge Report
5 Check Oil Level And Temperature
6 Provide Oil Analysis Per Circuit written report with any recommendations.
7 Lock Out Tag Out Units with Potentially High or Medium Voltage Starters
8 Purge Maintenance And Operation
9 Purge Plus Expiration Date Check (High Performance)
10 Lubricate and Test Vane Linkage W/O Ending Lock Out Tag Out
11 Check Oil Valve Lubrication
12 Change Centrifugal Oil Filter
13 TechView/Kestrel View Connection
14 Compressor Starter Inspection - Centrifugal
15 Starter Maintenance and Inspection - Rockwell AFDE
16 Meg Compressor Motor With AFD
17 Control Panel Electrical Inspection - Centrifugal
18 Control Panel Calibration Check
19 Low Temperature Sensor Calibration
20 Drain Rupture Disc Vent Line
21 Remove Lock Out Tag Out and Restore Power for Units with High or Medium Voltage Starters
22 Test Oil Pump
23 Run Service Report From Kestrel View
24 Techview/Kestrel View Disconnection
25 Pre-Start Chiller Check
26 Start Chiller
27 High Side Leak Check Inspection
28 Manual Log With Electronic Device
29 Document inspections and obtain signature by WCSU representative.
30 Provide written a report, with any recommendations.

2.2.5c Trane Refrigerant Monitor TruSense SD RMWGCA1C serial LO4M05378
Trane Refrigerant Monitor TruSense SD RMWGCA1C serial LO4M05377

Annual Refrigerant Monitor Maintenance

1 Shut Monitor Down
2 Change Monitor Filter(s)
3 Start Up Refrigerant Monitor
4 Calibrate Alarm Monitor
5 Review Diagnostics and Set up Menu
6 Document maintenance and provide a written report

Operating Inspection

Provide (2) two operating inspections to be performed during the months of June through September.

1 Notify boiler room upon arrival (203) 837-8329
2 Initial Site Inspection
3 Review Diagnostics
4 Review Purge Report
5 Check Oil Level And Temperature
6 Lock Out Tag Out Units with Potentially High or Medium Voltage Starters
7 Starter Maintenance and Inspection - Rockwell AFDE
8 Remove Lock Out Tag Out and Restore Power for Units with High or Medium Voltage Starters
9 Manual Log With Electronic Device
10 Document inspections and obtain signature by WCSU representative.
11 Provide a written report, with any recommendations.

Replacement Parts:
All replacement parts, oil, gaskets, filters, *refrigerant, and other expendable items, which are needed to accomplish the preceding scope of work, shall be supplied by the contractor and are included in the base price.

Labor:
Quoted prices shall include all factory qualified technician labor, material as outlined, supervision, transportation, and tools to complete the preceding scope of work.

Additional Work:
Any additional repairs, services, or parts required during the performance of the quoted work must have prior authorization by Mr. Paul Basso of Western Connecticut State University.

2.3 Contractor's Default/Termination of Contract

A. Written Notice – In the event that the Contractor fails to perform in accordance with any of the terms, conditions, or obligations of this agreement, the Agency shall notify the Contractor, in writing, of the specific nature of the Contractor's default. If the Contractor fails to correct or remedy said default within three (3) calendar days of Contractor's receipt or written notice from the Agency, the Agency may, at its discretion, terminate this agreement. The Agency shall provide the Contractor with written notice of the termination by certified mail, return receipt requested, and said termination will be effective as of the postmark date of said notice.

2.4 Contractor's Qualifications

A. Contractor's Qualifications – As a necessary prerequisite for bidding on this contract, Contractor must:

1. Have been in business as a corporation, partnership, or sole partnership continuously for at least the last five (5) years, engaged in the business providing chiller maintenance and service.

2. Show or be able to demonstrate to the satisfaction of the Agency that they possess the ability and capacity to successfully perform the obligations of this contract through evidence of satisfactory performance in similar type building (e.g., classroom or office buildings) for at least five (5) years.

3. Submit to the Agency as a part of the bid proposal list of three current business references, including address of the company, name and telephone number of a contact person, and a length of time that services were performed for each company.

5. Not have been cited for two or more violations of State Labor Regulation or of any willful or serious violations of any OSHA standards, orders, or regulations promulgated pursuant to such ACT, during the three-year period preceding the bid.

6. Not have received one or more criminal convictions related to the injury or death of any employee in the three-year period preceding the bid.

2.5 Subletting, Assigning, or Subcontracting the Contract

The contract, or any portion thereof, or the work provided therein, or the right, title, or interest of the Contractor therein may not be sublet, sold, transferred, assigned, or otherwise disposed of to any person, partnership, corporation, or other business organization without the written consent of the Director of Administrative Services.

2.6 Contract Cancellation

The Agency reserves the right to cancel the contract for any reason beneficial to the Agency upon thirty (30) days written notice to the Contractor.

2.7 Payment

All payments made by the State of Connecticut to the Contractor will be after delivery and acceptance of cable. Payment terms of the contract will be net 45 days.

Section 3. Proposal Requirements

3.1 Response Requirements

3.1.1 All proposals must include a comprehensive response to the performance specifications in this RFP. The bidder's information should be prepared simply and economically, providing a straightforward, concise description of that which is required. Emphasis should be on completeness and clarity of content. An original and one copy of the proposal shall be submitted. Failure to respond to the scope or to supply any information required to accompany the proposals may cause the proposal to be deemed as non-compliant. The University reserves the right to request additional information and/or presentations, if clarification is needed. Proposals that do not substantially conform to the contents of the bid request, consequently altering the basis for proposal comparison, may be disregarded and considered as unresponsive.

3.1.2 Specific Proposal Requirements:

In addition to the detail requested, the proposal shall include all of the following required documentation:

- Proposal Certification
- Contractor Qualifications
- Current Client List identifying a minimum of three (3) organizations participating in your program
- Commission on Human Rights and Opportunities Contract Compliance Regulations (Notification to Bidders)
- Non-Discrimination Certification
- Identification if the proposer is a division or a subdivision of a larger corporation as warranted

3.2 Performance Specifications

The following performance specifications must be responded to on a point by point basis so the University can evaluate how the proposer plans to meet these requirements. The following specifications are to be addressed in the Vendor's response.

Provide a brief history of your firm and its experience in chiller maintenance and service preferably for universities or other similar institutions (i.e. hospitals). Include description of current client base, name(s) of owner(s) and/or principal officer(s) and date of incorporation. Provide project number, description, project value, completion date.

A. Describe how your firm proposes to meet the objectives and scope of work. Proposal should include a narrative that addresses the Scope of the Project and demonstrates your understanding of WCSU's service needs and requirements.

B. The bidder must currently own the specified business and must have owned and operated the business a minimum of five (5) years. Please provide ownership and length of operation information in bid response.

C. Provide the name and address of operating company and the names of all the owners or principles of the company or corporation.

D. Reference checks from minimum of (3) clients of similar size and complexity currently under contract with your company shall be provided, and such references must indicate that high quality of services has been consistently performed. Please provide the length of time at each account, and the name, address and phone number of contact person for each.

E. Provide other such information as the bidder deems pertinent for consideration by the University.

F Proposals are required to be complete and accurate. Omissions and inaccuracies may be sufficient cause for rejection of proposal.

G. Supplementary information may be requested by the University to assure that the bidder's competence, business organization, and financial resources are adequate to successfully perform the specified service.

H. Provide your company's general qualifications and experience as they relate to the following:

- Stated compliance with State of Connecticut contracting statutes and regulations.
- History of contracts (if any) entered into with the State of Connecticut over a three (3) year period immediately prior to the published date of the RFP, including contracts awarded, contracts terminated, and contracts determined to be null and void.
- History of any violations of State of Connecticut statutes and regulations relating to Ethics during the five (5) year period immediately prior to the published date of the RFP.

Section 4. Bid Evaluation Criteria

4.1 Evaluation

The award of an Agreement will be based upon a comprehensive review and analysis of all proposals and negotiation of the proposal which best meets the needs

Supplemental Information: As part of the review, the University may request the Vendor to supply, in writing, clarifications, additional documentation or information needed to fairly evaluate each proposal.

Appendix I. References

Proposals should include three institutions, of similar or the same size, where your organization provides services similar to the size and scope of the operation at WCSU. Please include name, title, telephone number and e-mail address of a contact person at each institution. **References may be checked electronically; the requirement for e-mail addresses is a mandatory requirement.**

References:	Institution	Contact	Telephone No.
Reference #1	_____	_____	_____
E-mail:	_____		
Reference #2	_____	_____	_____
E-mail:	_____		
Reference #3	_____	_____	_____
E-mail:	_____		

Appendix III. Proposal Certification

Proposers – Please sign and submit this certification with your proposal.

Request for Proposal Number: Bid # 2014-ERB-0211

Chiller Maintenance and Service

I certify that:

- This proposal is a legal and binding offer and I have the authority to bind the proposer indicated below to the specific terms, conditions and technical specifications required in this RFP and offered in the proposer's proposal. I understand that by submitting this proposal, the proposer indicated below agrees to provide the services described in the proposal.
- The contents of the proposal are true and accurate and that the proposer has not made any knowingly false statements in the proposal.
- The proposal has been developed independently, without consultation or communication with any employee or consultant of WCSU who has worked on the development of this RFP, or with any person serving as a member of the evaluation committee, or with any other proposer or parties for the purpose of restricting competition.
- This bid is genuine and is not made in the interest of or on behalf of any undisclosed person, firm or corporation; that the proposer has not directly or indirectly induced or solicited any other proposer to put in a false or sham bid; that the proposer has not solicited or induced any person, firm or corporation to refrain from bidding; and that the proposer has not sought by collusion to obtain any advantage over any other proposer or over the University.

_____ (firm)	_____ (Phone no.)
_____ (address)	_____ (e-mail address)
_____ (signature)	_____ (date)
_____ (title)	

STATEMENT OF BIDDER'S QUALIFICATIONS

This form will be used in assessing a Bidder's Qualification and will be used to determine if bid submitted is from a responsible bidder. State law designates that contracts be awarded to the lowest responsible qualified bidder. Factors such as past performance, integrity of the bidder, conformity to the specifications, etc., will be used in evaluating bids.

BIDDER'S NAME: _____

ADDRESS: _____

Number of year's company has been engaged in business under this name: _____ years.

List any contract awards to your company by the State of Connecticut within the last (3) years, THAT YOU ACTUALLY PERFORMED SERVICES AGAINST. Indicate which State Agency, and provide contract name and number, and the name and telephone number of the purchasing department administering the contract.

Contract No.	Contract Name	State Agency	Purchasing Dept	Telephone #/email

List other names your company uses:_____

_____

List four completed projects similar in nature to this INVITATION TO BID, which demonstrates your company's ability to perform the required services.

Company Name and address	Telephone No.- email contact	Dollar Value

COMPANY NAME:_____

Size of Company or Corporation: Number of Employees: Full Time:_____Part Time:_____ Total Asset Value:_____ Equipment Asset Value:_____

Owner/Operator:_____ Partnership:_____ Corporation:_____

Is your company registered with the Office of the Connecticut Secretary of State?
Yes_____No_____Registration Date if available_____

Please list any relevant certifications, Licenses, Registrations, etc., which qualify your company to meet the requirements of this bid.

_____

_____

_____ (Please attach an additional sheet if necessary)

Please list any administrative actions either pending review by the State, or determinations that the State has made regarding your company or corporation. This should include court judgments, and pending suits by a State or Federal Court. Include in your statement a list of OSHA violations, and any actions or orders pending or resolved with any State Agency such as The Department of Consumer Protection, the Department of Environmental Protection, etc. Please detail this information on a separate sheet of paper. Such information should be for the last three (3) years. I HEREBY CERTIFY THAT ALL THE INFORMATION SUPPLIED IS COMPLETE AND TRUE. _____ _____ Signature Date

_____ Title

Attachment B- Price sheets for Bid 2014 – ERB- 0211

WCSU CHILLER PREVENTIVE MAINTENANCE and SERVICE

TWO (2) CENTRIFUGAL CHILLERS (Ancell) R11units

MODEL: 19DK55173CB, SERIAL #45142
MODEL: 19DK55173CB, SERIAL #45143

THREE (3) CARRIER ECOLOGIC CHILLERS (Library & Warner)

MODEL: 30HXC106RZ-500AA, SERIAL #5098F89234
MODEL: 30HXC136RZ-530AA, SERIAL #1299F07848
MODEL: 30HXC136RZ-530AA, SERIAL #1299F07850

AIR COOLED SCREW COMPRESSOR CHILLER

MCQUAY, MODEL #ALS425A (PINNEY HALL)

MCQUAY AIR COOLED WATER CHILLER #AGZ100BS12-ER11
SER. # STNU050700101 R-22 (NEWBURY HALL)

YORK MILLENNIUM SCREW CHILLER #YCWSO200SB46Y (CENTENNIAL)

TRANE SERIES R CONTRAVAC CHILLER MODEL #RTHB (Campus Center)

TRANE CHILLER MODEL #CVHF570 SER. #L04D01798 (SCIENCE)
TRANE CHILLER MODEL #CVHF570 SER. #L04D01800 (SCIENCE)

PREVENTIVE MAINTENANCE AND SERVICE Bid 2014ERB0211

(2) CARRIER 19DK CENTRIFUGAL (Hermetic) – Single Compressor, low pressure chiller

The following outlines the scope of this Preventive Maintenance Contract and Service Agreement. Both the Preventive Maintenance Contract and Service Agreement shall run for a period of three (3) years beginning July 1, 2013, through June 30, 2016 with an option for and additional 4th year and an option for an additional 5th year to be exercised at the sole discretion of the University.

The Preventive Maintenance Contract and Service Agreement may be cancelled by either party at the end of the Contract / Agreement term providing thirty (30) days advance written notice is given prior to renewal date. Upon agreement of both parties, this Contract / Agreement may be renewed for two years.

All labor rates and travel charges will remain in effect for the life of this contract period (three years). CPI will allow for increase in the 4th and 5th years of this contract.

The following scope of work outlines services to be performed on two (2) Carrier 19DK Centrifugal Chillers located at the Westside Campus Classroom Building (Ancell Building).

Annual Preventive Maintenance

Annual Preventive maintenance will be performed prior to May 15 of each year.

Entire Unit:

1. Notify the boiler room upon arrival (203) 837-8329.
2. Take oil samples for analysis. Provide written report with recommendations
3. Leak test machines in their entireties. Provide written report on leaks found, R11 used.
4. Check gauges / Indicator lights for proper operation (replace if found defective).
5. Check refrigerant levels, verify by inspection readings and replenish as needed (WCSU has up to 200 pounds stored onsite).
6. Removed refrigerant shall be stored in refrigerant recovery cylinder per EPA requirements (cylinders and recovery unit supplied by contractor).
7. Change compressor oil cartridge (waste oil is the responsibility of WCSU).
8. Replace oil filter.
9. Replace oil Volute filter/strainer.
10. Inspect transmission gears through inspection covers.
11. Check compressor sump heaters. (Replace thermostats if required)
12. Check oil pressure and temperature. (Calibrate temperature to 140f if required)
13. Check/clean purge float chamber and replace float valve in purges.
14. Clean purge site glasses.
15. Check and calibrate controls, safeties and starter interlocks.
16. Visually inspect contactors & starter contacts – tighten all electrical connections.
17. Perform controls test at start up.
18. Meg motors, oil pump, and compressor and record readings.
19. Cleanup work area.
20. Document inspections with all readings, obtain signature by WCSU representative.
21. Provide written report with any recommendations

Operating Inspections

Provide (2) Two operating inspections to be performed during the months of June through September.

1. Notify the boiler room upon arrival. (203) 837-8329
2. Check general machine operation.
3. Check controls, power, and piping.
4. Check all safety/operating controls.
5. Check starter, wiring, and contacts.
6. Check all gages and indicator lights.
7. Check water flow.
8. Log all chill water, condenser water, pressures & temperatures.
9. Log cooler refrigerant temperature & pressure.
10. Check and record oil level, color, supply pressure & sump temperature.
11. Check and record oil pump currant.
12. Checks purge operation.
13. Check for Leaks.
14. Make equipment adjustments as required.

15. Make operation/control adjustments as required.
16. Clean-up work area.
17. Document inspection and obtain signature by WCSU representative.
18. Provide a written report with any recommendations.

Replacement Parts:
All replacement parts, oil, gaskets, filters, *refrigerant, and other expendable items, which are needed to accomplish the preceding scope of work, shall be supplied by the contractor and are included in the base price.
Labor:
Quoted prices shall include all factory qualified technician labor, material as outlined, supervision, transportation, and tools to complete the preceding scope of work.
Additional Work:
Any additional repairs, services, or parts required during the performance of the quoted work must have prior authorization by Mr. Paul Basso of Western Connecticut State University.

Please fill in your bid quote in the space provided below

The quoted price for the Preventive Maintenance portion of this contract shall include all labor, materials as outlined, supervision, transportation, and tools to complete the preceding scope of work.

Cost of Preventive Maintenance Contract: _____
Cost 1st. year _____
Cost 2nd. Year _____
Cost 3rd. year _____

Specify any discounts, which may apply: _____

Service Agreement:
The following agreement outlines response times, labor rates, and travel charges we will be charged for additional services or work performed beyond the Preventive Maintenance Contract.

Response Times:
Emergency Calls: Within (4) hours
Non-Emergency Calls: Within (24) hours

Charges: Please fill in your rates in the spaces provided below

Travel will be paid on the initial service call and the trip back to complete the work if necessary. If additional trips are required for the same service job there will be no charges for travel. Travel will be paid for service calls only; it will not be paid for any contracted or new work being performed.

Travel charge per call: _____

Labor Rates:

Monday through Friday: _____
(8:00 am to 4:30 pm)

Overtime: _____
(4:30 pm to 8:00 am)

Saturdays: _____

Sundays: _____

Holidays: _____

Additional Work: Any overtime required during the performance of the repair must have prior authorization by Mr. Paul Basso of Western Connecticut State University representative

PREVENTIVE MAINTENANCE AND SERVICE Bid 2014ERB0211

(3) CARRIER ECOLOGIC 30HXC SCREW CHILLERS, WATER COOLED

Model: 30HXC106RZ-500AA, SERIAL #5098F89234 – WARNER HALL
Model: 30HXC136RZ-530AA, SERIAL #1299F07848 – HASS LIBRARY
Model: 30HXC136RZ-530AA, SERIAL #1299F07850 – HASS LIBRARY

The following outlines the scope of this Preventive Maintenance Contract and Service Agreement. Both the Preventive Maintenance Contract and Service Agreement shall run for a period of three (3) years beginning July 1, 2013, through June 30, 2016 with an option for and additional 4th year and an option for an additional 5th year to be exercised at the sole discretion of the University.

The Preventive Maintenance Contract and Service Agreement may be cancelled by either party at the end of the Contract / Agreement term providing thirty (30) days advance written notice is given prior to renewal date. Upon agreement of both parties, this Contract / Agreement may be renewed for two years.

All labor rates and travel charges will remain in effect for the life of this contract period (three years). CPI will allow for increase in the 4th and 5th years of this contract.

The following scope of work outlines services to be performed on (3) Carrier 30 HXC screw chillers located on the midtown campus.

Annual Preventive Maintenance
Annual preventive maintenance will be performed prior to May 15th of each year.

1. Notify boiler room upon arrival. (203) 837-8329
2. Check all gauges and indicator lights for proper operation.
3. Leak test the entire unit.
4. Calibrate operating controls.
5. Inspect contactors and tighten all electrical connections.
6. Check starter wiring and contacts.
7. Calibrate flow switches/devises.
8. Replace internal compressor oil filters.
9. Replace external oil filters.
10. Meg compressor motor.
11. Take oil sample and analysis provide written report.
12. Check refrigerant charge.
13. Replace PSIO module batteries.
14. Check for refrigerant and oil leaks
15. Check and record oil pump, suction, and discharge pressures.
16. Clean-up work area.
17. Document inspection and obtain signature by WCSU representative
18. Provide written report, with any recommendations.

Operating Inspection

Provide (2) two operating inspections to be performed during the months of June through September.

1. Notify the boiler room upon arrival (203) 837-8329.
2. Check general machine operation.
3. Check controls, power, and piping.
4. Check all safety/operating controls.
5. Check starter, wiring, and contacts.
6. Check all gages and indicator lights.
7. Check water flow.
8. Log all chill water, condenser water, pressures & temperatures.
9. Log cooler refrigerant temperature & pressure.
10. Check and record oil level, color, supply pressure & sump temperature.
11. Check and record oil pump currant.

12. Checks purge operation.
13. Check for Leaks.
14. Make equipment adjustments as required.
15. Make operation/control adjustments as required.
16. Clean-up work area.
17. Document inspection and obtain signature by WCSU representative
18. Provide a written report, with any recommendations.

Replacement Parts:
All replacement parts, oil, gaskets, filters, *refrigerant, and other expendable items, which are needed to accomplish the preceding scope of work, shall be supplied by the contractor and are included in the base price.

Labor:
Quoted prices shall include all labor, material as outlined, supervision, transportation, and tools to complete the preceding scope of work.

Additional Work:
Any additional repairs, services, or parts required during the performance of the quoted work must have prior authorization by Mr. Paul Basso of Western Connecticut State University

Preventive Maintenance Contract and Service Agreement

(1) McQuay Model #ALS425A Air Cooled Screw Compressor Screw Compressor Pinney Hall
(1) McQuay Model AG2100BS12-ER11 Air Cooled Screw Compressor Newbury Hall

The following outlines the scope of this Preventive Maintenance Contract and Service Agreement. Both the Preventive Maintenance Contract and Service Agreement shall run for a period of three (3) years beginning July 1, 2013, through June 30, 2016 with an option for and additional 4th year and an option for an additional 5th year to be exercised at the sole discretion of the University.

The Preventive Maintenance Contract and Service Agreement may be cancelled by either party at the end of the Contract / Agreement term providing thirty (30) days advance written notice is given prior to renewal date. Upon agreement of both parties, this Contract / Agreement may be renewed for two years.

All labor rates and travel charges will remain in effect for the life of this contract period (three years). CPI will allow for increase in the 4th and 5th years of this contract.

The following scope of work outlines services to be performed on (1) McQuay model ALS425A located on the Westside campus Pinney Hall and McQuay AG 2100BS12-ER11 located on midtown campus Newbury Hall

Annual Preventive Maintenance Inspection
Annual preventive maintenance will be performed prior to May 15th of each year.

1. Notify the boiler room upon arrival 203 837-8329
2. Inspect for refrigerant and oil leaks.
3. Inspect vibration eliminators and water piping for leaks.
4. Check freeze protection, evaporator and piping.
5. Check refrigerant in sight glass.
6. Check compressor oil presence in the sight glass.
7. Inspect and tighten all electrical connections.
8. Check relays and operating/safety controls.
9. Check crankcase heater operation.
10. Meg hermetic motor.
11. Check operation of electronic expansion valve.
12. Perform Micro tech check, log and last fault analysis, analyze performance.
13. Perform McQuay OEM Software updates to latest version
14. Check condenser coils.
15. Check condenser fan operation.
16. Document inspection, and obtain signature by WCSU representative.
17. Provide a written report with any recommendations based on your inspection

Operating Inspection

Provide (2) two operating inspections to be performed during the months of June through September.

1. Notify the boiler room upon arrival 203 837-8329.
2. Inspect for refrigerant and oil leaks.
3. Inspect vibration eliminators and water piping for leaks.
4. Check freeze protection, evaporator and piping.
5. Check refrigerant in sight glass.
6. Check compressor oil presence in the sight glass.
7. Inspect and tighten all electrical connections.
8. Check relays and operating/safety controls.
9. Check crankcase heater operation.
10. Perform Micro tech check, log and last fault analysis, analyze performance.
11. Perform McQuay OEM Software updates to latest version
12. Check condenser coils.
13. Check condenser fan operation.
14. Take and record readings on the unit.
15. Document inspection, and obtain signature by WCSU representative.
16. Provide a written report with any recommendations based on your inspection.

Replacement Parts:
All replacement parts, oil, gaskets, filters, *refrigerant, and other expendable items, which are needed to accomplish the preceding scope of work, shall be supplied by the contractor and are included in the base price.

Labor:
Quoted prices shall include all factory qualified technician labor, material as outlined, supervision, transportation, and tools to complete the preceding scope of work.

Additional Work:
Any additional repairs, services, or parts required during the performance of the quoted work must have prior authorization by Mr. Paul Basso of Western Connecticut State University.

One (1) YORK MILLENNIUM SCREW CHILLER #YCWSO200SB46Y (CENTENNIAL)
The following outlines the scope of this Preventive Maintenance Contract and Service Agreement. Both the Preventive Maintenance Contract and Service Agreement shall run for a period of three (3) years beginning July 1, 2013, through June 30, 2016 with an option for and additional 4th year and an option for an additional 5th year to be exercised at the sole discretion of the University.

The Preventive Maintenance Contract and Service Agreement may be cancelled by either party at the end of the Contract / Agreement term providing thirty (30) days advance written notice is given prior to renewal date. Upon agreement of both parties, this Contract / Agreement may be renewed for two years.

All labor rates and travel charges will remain in effect for the life of this contract period (three years). CPI will allow for increase in the 4th and 5th years of this contract.

The following scope of work outlines services to be performed on Centennial Hall chiller Westside Campus.

Annual maintenance will be performed prior to May 15th of each year.

Annual Preventive Maintenance Inspection
1. Notify boiler room upon arrival (203) 837-8329
2. Pump down each circuit and replace standard core driers
3. Replace compressor internal oil filters
4. Remove oil samples from each circuit for independent analysis provide report.
5. Perform meg test on each compressor and report findings
6. Check evaporator and condenser flow switches
7. Check microprocessor panel values to actual values
8. Check all microprocessor electrical and component connections
9. Check all starter electrical connections and contactors

10. Leak check system entirely and report any leaks found.
11. Document inspection readings and obtain signature of WCSU representative.
12. Provide a written report with any recommendation.

Operating Inspection

Provide (2) two operating inspections to be performed during the months of June through September.

1. Notify boiler room upon arrival (203) 837-8329
2. Check general operation of both circuits
3. Check evaporator and condenser flows vs. design
4. Check and verify all systems operating parameters
5. Compare actual parameters to microprocessor
6. Visually inspect electrical components for any deficiencies
7. Leak check system in entirety and report any leaks
8. Document inspection readings and obtain signature of WCSU representative.
9. Provide written report with any recommendations.

Replacement Parts:
All replacement parts, oil, gaskets, filters, *refrigerant, and other expendable items, which are needed to accomplish the preceding scope of work, shall be supplied by the contractor and are included in the base price.

Labor:
Quoted prices shall include all factory qualified technician labor, material as outlined, supervision, transportation, and tools to complete the preceding scope of work.

Additional Work:
Any additional repairs, services, or parts required during the performance of the quoted work must have prior authorization by Mr. Paul Basso of Western Connecticut State University.

One TRANE SERIES R CONTRAVAC CHILLER MODEL #RTHB Series R ™ RTHBFMG Serial U06A05544

The following outlines the scope of this Preventive Maintenance Contract and Service Agreement. Both the Preventive Maintenance Contract and Service Agreement shall run for a period of three (3) years beginning July 1, 2013, through June 30, 2016 with an option for and additional 4th year and an option for an additional 5th year to be exercised at the sole discretion of the University.

The Preventive Maintenance Contract and Service Agreement may be cancelled by either party at the end of the Contract / Agreement term providing thirty (30) days advance written notice is given prior to renewal date. Upon agreement of both parties, this Contract / Agreement may be renewed for two years.

All labor rates and travel charges will remain in effect for the life of this contract period (three years). CPI will allow for increase in the 4th and 5th years of this contract.

The following scope of work outlines services to be performed on Campus Center chiller Westside Campus.

Annual preventive maintenance will be performed prior to May 15th of each year.

Annual Inspection

1 Notify Boiler room upon arrival 203 837-8329
2 Initial Site Inspection
3 Review Diagnostics
4 Lock Out Tag Out At Main Disconnect
5 Control Panel Electrical Inspection
6 Electrical Inspection check all connection are tight.
7 Compressor Starter Inspection
8 Meg Compressor Motor(s)
9 Take oil sample for analysis Provide written report with any recommendations.
10 Rotary Oil Filter Change

11 Oil Level Check (Screw Machines) Per Circuit
12 Oil Level Check (Screw Machines) with Unit Shut Down for Season
13 Leak Test (High Pressure)
14 Remove Lock Out Tag Out At Main Disconnect
15 Flow Device Check Generic
16 Flow/Differential Mechanical Switch Check
17 Control Panel Calibration Check
18 Low Temperature Sensor Calibration
19 Pre-Start Chiller Check (Standard)
20 Start Chiller-Generic
21 Compressor Check (HeliRotor Compressors)
22 Document inspection and obtain signature by WCSU representative.
23 Provide written report with any recommendations based on inspection.

Operating Inspection

Provide (2) two operating inspections to be performed during the months of June through September.

1 Notify Boiler room upon arrival 203 837-8329
2 Initial Site Inspection
3 Review Diagnostics
4 Control Panel Electrical Inspection
5 Electrical Inspection
6 Compressor Starter Inspection
7 Oil Level Check (Screw Machines) Per Circuit
8 Check system for leaks.
9 Flow Device Check
10 Flow/Differential Mechanical Switch Check
11 Control Panel Calibration Check
12 Low Temperature Sensor Calibration
13 Compressor Check (HeliRotor Compressors)
14 Document inspection with log readings obtain signature by WCSU representative.
15 Provide a written report with any recommendations based on inspection.

Replacement Parts:

All replacement parts, oil, gaskets, filters, *refrigerant, and other expendable items, which are needed to accomplish the preceding scope of work, shall be supplied by the contractor and are included in the base price.

Labor:

Quoted prices shall include all factory qualified technician labor, material as outlined, supervision, transportation, and tools to complete the preceding scope of work.

Additional Work:

Any additional repairs, services, or parts required during the performance of the quoted work must have prior authorization by Mr. Paul Basso of Western Connecticut State University.

TRANE CHILLER MODEL #CVHF570 SER. #L04D01798 (SCIENCE)
TRANE CHILLER MODEL #CVHF570 SER. #L04D01800 (SCIENCE)
Trane Refrigerant Monitor TruSense SD RMWGCA1C serial LO4M05378
Trane Refrigerant Monitor TruSense SD RMWGCA1C serial LO4M05377

The following outlines the scope of this Preventive Maintenance Contract and Service Agreement. Both the Preventive Maintenance Contract and Service Agreement shall run for a period of three (3) years beginning July 1, 2013, through June 30, 2016 with an option for and additional 4th year and an option for an additional 5th year to be exercised at the sole discretion of the University.

The Preventive Maintenance Contract and Service Agreement may be cancelled by either party at the end of the Contract / Agreement term providing thirty (30) days advance written notice is given prior to renewal date. Upon agreement of both parties, this Contract / Agreement may be renewed for two years.

All labor rates and travel charges will remain in effect for the life of this contract period (three years). CPI will allow for increase in the 4th and 5th years of this contract.

The following scope of work outlines services to be performed on (2) Two Trane Centrifugal Chillers, located in the Science building Midtown Campus.

Annual preventive maintenance will be performed prior to May 15th of each year.

Annual Inspection and Start-up

1 Notify boiler room upon arrival (203) 837-8329
2 Initial Site Inspection
3 Review Diagnostics
4 Review Purge Report
5 Check Oil Level And Temperature
6 Provide Oil Analysis Per Circuit written report with any recommendations.
7 Lock Out Tag Out Units with Potentially High or Medium Voltage Starters
8 Purge Maintenance And Operation
9 Purge Plus Expiration Date Check (High Performance)
10 Lubricate and Test Vane Linkage W/O Ending Lock Out Tag Out
11 Check Oil Valve Lubrication
12 Change Centrifugal Oil Filter
13 TechView/Kestrel View Connection
14 Compressor Starter Inspection - Centrifugal
15 Starter Maintenance and Inspection - Rockwell AFDE
16 Meg Compressor Motor With AFD
17 Control Panel Electrical Inspection - Centrifugal
18 Control Panel Calibration Check
19 Low Temperature Sensor Calibration
20 Drain Rupture Disc Vent Line
21 Remove Lock Out Tag Out and Restore Power for Units with High or Medium Voltage Starters
22 Test Oil Pump
23 Run Service Report From Kestrel View
24 Techview/Kestrel View Disconnection
25 Pre-Start Chiller Check
26 Start Chiller
27 High Side Leak Check Inspection
28 Manual Log With Electronic Device
29 Document inspections and obtain signature by WCSU representative.
30 Provide written a report, with any recommendations.

Annual Refrigerant Monitor Maintenance

1 Shut Monitor Down
2 Change Monitor Filter(s)
3 Start Up Refrigerant Monitor
4 Calibrate Alarm Monitor
5 Review Diagnostics and Set up Menu
6 Document maintenance and provide a written report

Operating Inspection

Provide (2) two operating inspections to be performed during the months of June through September.

1 Notify boiler room upon arrival (203) 837-8329
2 Initial Site Inspection
3 Review Diagnostics
4 Review Purge Report
5 Check Oil Level And Temperature
6 Lock Out Tag Out Units with Potentially High or Medium Voltage Starters
7 Starter Maintenance and Inspection - Rockwell AFDE
8 Remove Lock Out Tag Out and Restore Power for Units with High or Medium Voltage Starters
9 Manual Log With Electronic Device
10 Document inspections and obtain signature by WCSU representative.

11 Provide a written report, with any recommendations

Replacement Parts:
All replacement parts, oil, gaskets, filters, *refrigerant, and other expendable items, which are needed to accomplish the preceding scope of work, shall be supplied by the contractor and are included in the base price.

Labor:
Quoted prices shall include all factory qualified technician labor, material as outlined, supervision, transportation, and tools to complete the preceding scope of work.

Additional Work:
Any additional repairs, services, or parts required during the performance of the quoted work must have prior authorization by Mr. Paul Basso of Western Connecticut State University.

Please fill in your bid quote in the space provided below for the following units

(3) CARRIER ECOLOGIC 30HXC SCREW CHILLERS, WATER COOLED

(1) McQuay Model #ALS425A Air Cooled Screw Compressor Screw Compressor Pinney Hall
(1) McQuay Model AG2100BS12-ER11 Air Cooled Screw Compressor Newbury Hall

One (1) YORK MILLENNIUM SCREW CHILLER #YCWSO200SB46Y (CENTENNIAL)

One (1) TRANE SERIES R CONTRAVAC CHILLER MODEL #RTHB Series R ™ RTHBFMG Serial U06A05544
One (1) TRANE CHILLER MODEL #CVHF570 SER. #L04D01798 (SCIENCE)
One (1) TRANE CHILLER MODEL #CVHF570 SER. #L04D01800 (SCIENCE)
Trane Refrigerant Monitor TruSense SD RMWGCA1C serial LO4M05378
Trane Refrigerant Monitor TruSense SD RMWGCA1C serial LO4M05377

The quoted price for the Preventive Maintenance portion of this contract shall include all labor, materials as outlined, supervision, transportation, and tools to complete the preceding scope of work.

Cost of Preventive Maintenance Contract: _____
Cost of 1st. year _____
Cost of 2nd. year _____
Cost of 3rd. year _____

Specify any discounts, which may apply: _____

ADDITIONAL UNITS MAY BE ADDED AT SOME TIME IN THE FUTURE AT A MUTUALLY AGREED UPON PRICE.

Service Agreement:
The following agreement outlines response times, labor rates, and travel charges we will be charged for additional services or work performed beyond the Preventive Maintenance Contract.

Response Times:
Emergency Calls: Within (4) hours
Non-Emergency Calls: Within (24) hours

Please fill in your rates in the spaces provided below

Travel will be paid on the initial service call and the trip back to complete the work if necessary. If additional trips are required for the same service job there will be no charges for travel. Travel will be paid for service calls only, it will not be paid for any contracted or new work being performed.

Travel charge per call:

Labor Rates:

Monday through Friday: _____
(7:00 am to 4:30 pm)

Overtime: _____
(4:30 pm to 7:00 am)

Saturdays: _____

Sundays: _____

Holidays: _____

Additional Work: Any overtime required during the performance of the repair must have prior authorization by Mr. Paul Basso of Western Connecticut State University.

Form B
07-08-2009

STATE OF CONNECTICUT

NONDISCRIMINATION CERTIFICATION – Representation By Entity

For Contracts Valued at Less Than $50,000

Written representation that complies with the nondiscrimination agreements and warranties under Connecticut General Statutes §§ 4a-60(a)(1) and 4a-60a(a)(1), as amended

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INSTRUCTIONS:

For use by an entity (corporation, limited liability company, or partnership) when entering into any contract type with the State of Connecticut valued at less than $50,000 for each year of the contract. Complete all sections of the form. Submit to the awarding State agency prior to contract execution.

REPRESENTATION OF AN ENTITY:

I, _____ , _____ , of _____ ,
Authorized Signatory Title Name of Entity

an entity duly formed and existing under the laws of _____ ,
Name of State or Commonwealth

represent that I am authorized to execute and deliver this representation on behalf of

_____ and that _____
Name of Entity Name of Entity

has a policy in place that complies with the nondiscrimination agreements and warranties of Connecticut General Statutes §§ 4a-60(a)(1) and 4a-60a(a)(1), as amended.

_____ _____
Authorized Signatory Date

_____
Printed Name

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

(Revised 09/17/07)

The contract to be awarded is subject to contract compliance requirements mandated by Sections 4a-60 and 4a-60a of the Connecticut General Statutes; and, when the awarding agency is the State, Sections 46a-71(d) and 46a-81i(d) of the Connecticut General Statutes. There are Contract Compliance Regulations codified at Section 46a-68j-21 through 43 of the Regulations of Connecticut State Agencies, which establish a procedure for awarding all contracts covered by Sections 4a-60 and 46a-71(d) of the Connecticut General Statutes.

According to Section 46a-68j-30(9) of the Contract Compliance Regulations, every agency awarding a contract subject to the contract compliance requirements has an obligation to "aggressively solicit the participation of legitimate minority business enterprises as bidders, contractors, subcontractors and suppliers of materials." "Minority business enterprise" is defined in Section 4a-60 of the Connecticut General Statutes as a business wherein fifty-one percent or more of the capital stock, or assets belong to a person or persons: "(1) Who are active in daily affairs of the enterprise; (2) who have the power to direct the management and policies of the enterprise; and (3) who are members of a minority, as such term is defined in subsection (a) of Section 32-9n." "Minority" groups are defined in Section 32-9n of the Connecticut General Statutes as "(1) Black Americans . . . (2) Hispanic Americans . . . (3) persons who have origins in the Iberian Peninsula . . . (4)Women . . . (5) Asian Pacific Americans and Pacific Islanders; (6) American Indians . . ." An individual with a disability is also a minority business enterprise as provided by Section 4a-60g of the Connecticut General Statutes. The above definitions apply to the contract compliance requirements by virtue of Section 46a-68j-21(11) of the Contract Compliance Regulations.

The awarding agency will consider the following factors when reviewing the bidder's qualifications under the contract compliance requirements:

(a) the bidder's success in implementing an affirmative action plan;
(b) the bidder's success in developing an apprenticeship program complying with Sections 46a-68-1 to 46a-68-17 of the Administrative Regulations of Connecticut State Agencies, inclusive;
(c) the bidder's promise to develop and implement a successful affirmative action plan;
(d) the bidder's submission of employment statistics contained in the "Employment Information Form", indicating that the composition of its workforce is at or near parity when compared to the racial and sexual composition of the workforce in the relevant labor market area; and
(e) the bidder's promise to set aside a portion of the contract for legitimate minority business enterprises. See Section 46a-68j-30(10)(E) of the Contract Compliance Regulations.

INSTRUCTIONS AND OTHER INFORMATION

The following BIDDER CONTRACT COMPLIANCE MONITORING REPORT must be completed in full, signed, and submitted with the bid for this contract. The contract awarding agency and the Commission on Human Rights and Opportunities will use the information contained thereon to determine the bidders compliance to Sections 4a-60 and 4a-60a CONN. GEN. STAT., and Sections 46a-68j-23 of the Regulations of Connecticut State Agencies regarding equal employment opportunity, and the bidder's good faith efforts to include minority business enterprises as subcontractors and suppliers for the work of the contract.

1) Definition of Small Contractor

Section 4a-60g CONN. GEN. STAT. defines a small contractor as a company that has been doing business under the same management and control and has maintained its principal place of business in Connecticut for a one year period immediately prior to its application for certification under this section, had gross revenues not exceeding ten million dollars in the most recently completed fiscal year, and at least fifty-one percent of the ownership of which is held by a person or persons who are active in the daily affairs of the company, and have the power to direct the management and policies of the company, except that a nonprofit corporation shall be construed to be a small contractor if such nonprofit corporation meets the requirements of subparagraphs (A) and (B) of subdivision 4a-60g CONN. GEN. STAT.

MANAGEMENT: Managers plan, organize, direct, and control the major functions of an organization through subordinates who are at the managerial or supervisory level. They make policy decisions and set objectives for the company or departments. They are not usually directly involved in production or providing services. Examples include top executives, public relations managers, managers of operations specialties (such as financial, human resources, or purchasing managers), and construction and engineering managers.

BUSINESS AND FINANCIAL OPERATIONS: These occupations include managers and professionals who work with the financial aspects of the business. These occupations include accountants and auditors, purchasing agents, management analysts, labor relations specialists, and budget, credit, and financial analysts.

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

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

COMPUTER SPECIALISTS: Professionals responsible for the computer operations within a company are grouped in this category. Examples of job titles in this category include computer programmers, software engineers, database administrators, computer scientists, systems analysts, and computer support specialists

ARCHITECTURE AND ENGINEERING: Occupations related to architecture, surveying, engineering, and drafting are included in this category. Some of the job titles in this category include electrical and electronic engineers, surveyors, architects, drafters, mechanical engineers, materials engineers, mapping technicians, and civil engineers.

OFFICE AND ADMINISTRATIVE SUPPORT: All clerical-type work is included in this category. These jobs involve the preparing, transcribing, and preserving of written communications and records; collecting accounts; gathering and distributing information; operating office machines and electronic data processing equipment; and distributing mail. Job titles listed in this category include telephone operators, bill and account collectors, customer service representatives, dispatchers, secretaries and administrative assistants, computer operators and clerks (such as payroll, shipping, stock, mail and file).

BUILDING AND GROUNDS CLEANING AND MAINTENANCE: This category includes occupations involving landscaping, housekeeping, and janitorial services. Job titles found in this category include supervisors of landscaping or housekeeping, janitors, maids, grounds maintenance workers, and pest control workers.

CONSTRUCTION AND EXTRACTION: This category includes construction trades and related occupations. Job titles found in this category include boilermakers, masons (all types), carpenters, construction laborers, electricians, plumbers (and related trades), roofers, sheet metal workers, elevator installers, hazardous materials removal workers, paperhangers, and painters. Paving, surfacing, and tamping equipment operators; drywall and ceiling tile installers; and carpet, floor and tile installers and finishers are also included in this category. First line supervisors, foremen, and helpers in these trades are also grouped in this category..

INSTALLATION, MAINTENANCE AND REPAIR: Occupations involving the installation, maintenance, and repair of equipment are included in this group. Examples of job titles found here are heating, ac, and refrigeration mechanics and installers; telecommunication line installers and repairers; heavy vehicle and mobile equipment service technicians and mechanics; small engine mechanics; security and fire alarm systems installers; electric/electronic repair, industrial, utility and transportation equipment; millwrights; riggers; and manufactured building and mobile home installers. First line supervisors, foremen, and helpers for these jobs are also included in the category.

MATERIAL MOVING WORKERS: The job titles included in this group are Crane and tower operators; dredge, excavating, and lading machine operators; hoist and winch operators; industrial truck and tractor operators; cleaners of vehicles and equipment; laborers and freight, stock, and material movers, hand; machine feeders and offbearers; packers and packagers, hand; pumping station operators; refuse and recyclable material collectors; and miscellaneous material moving workers.

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

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

White (not of Hispanic Origin)- All persons having origins in any of the original peoples of Europe, North Africa, or the Middle East. Black(not of Hispanic Origin)- All persons having origins in any of the Black racial groups of Africa. Hispanic- All persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race.	Asian or Pacific Islander- All persons having origins in any of the original peoples of the Far East, Southeast Asia, the Indian subcontinent, or the Pacific Islands. This area includes China, India, Japan, Korea, the Philippine Islands, and Samoa. American Indian or Alaskan Native- All persons having origins in any of the original peoples of North America, and who maintain cultural identification through tribal affiliation or community recognition.

BIDDER CONTRACT COMPLIANCE MONITORING REPORT

PART I - Bidder Information

Company Name Street Address City & State Chief Executive	Bidder Federal Employer Identification Number_____ Or Social Security Number_____
Major Business Activity (brief description)	Bidder Identification (response optional/definitions on page 1) -Bidder is a small contractor. Yes__ No__ -Bidder is a minority business enterprise Yes__ No__ (If yes, check ownership category) Black___ Hispanic___ Asian American___ American Indian/Alaskan Native___ Iberian Peninsula___ Individual(s) with a Physical Disability___ Female___
Bidder Parent Company (If any)	- Bidder is certified as above by State of CT Yes__ No__
Other Locations in Ct. (If any)	

PART II - Bidder Nondiscrimination Policies and Procedures

1. Does your company have a written Affirmative Action/Equal Employment Opportunity statement posted on company bulletin boards? Yes__ No__	7. Do all of your company contracts and purchase orders contain non-discrimination statements as required by Sections 4a-60 & 4a-60a Conn. Gen. Stat.? Yes__ No__
2. Does your company have the state-mandated sexual harassment prevention in the workplace policy posted on company bulletin boards? Yes__ No__	8. Do you, upon request, provide reasonable accommodation to employees, or applicants for employment, who have physical or mental disability? Yes__ No__
3. Do you notify all recruitment sources in writing of your company's Affirmative Action/Equal Employment Opportunity employment policy? Yes__ No__	9. Does your company have a mandatory retirement age for all employees? Yes__ No__
4. Do your company advertisements contain a written statement that you are an Affirmative Action/Equal Opportunity Employer? Yes__ No__	10. If your company has 50 or more employees, have you provided at least two (2) hours of sexual harassment training to all of your supervisors? Yes__ No__ NA__
5. Do you notify the Ct. State Employment Service of all employment openings with your company? Yes__ No__	11. If your company has apprenticeship programs, do they meet the Affirmative Action/Equal Employment Opportunity requirements of the apprenticeship standards of the Ct. Dept. of Labor? Yes__ No__ NA__
6. Does your company have a collective bargaining agreement with workers? Yes__ No__ 6a. If yes, do the collective bargaining agreements contain non-discrim ination clauses covering all workers? Yes__ No__ 6b. Have you notified each union in writing of your commitments under the nondiscrimination requirements of contracts with the state of Ct? Yes__ No__	12. Does your company have a written affirmative action Plan? Yes__ No__ If no, please explain. 13. Is there a person in your company who is responsible for equal employment opportunity? Yes__ No__ If yes, give name and phone number. _____

Part III - Bidder Subcontracting Practices

1. Will the work of this contract include subcontractors or suppliers? Yes__ No__

1a. If yes, please list all subcontractors and suppliers and report if they are a small contractor and/or a minority business enterprise. (defined on page 1 / use additional sheet if necessary)

1b. Will the work of this contract require additional subcontractors or suppliers other than those identified in 1a. above? Yes__ No__

PART IV - Bidder Employment Information

Date:

JOB CATEGORY *	OVERALL TOTALS	WHITE (not of Hispanic origin)		BLACK (not of Hispanic origin)		HISPANIC		ASIAN or PACIFIC ISLANDER		AMERICAN INDIAN or ALASKAN NATIVE	
		Male	Female	Male	Female	Male	Female	Male	Female	male	female
Management											
Business & Financial Ops											
Marketing & Sales											
Legal Occupations											
Computer Specialists											
Architecture/Engineering											
Office & Admin Support											
Bldg/ Grounds Cleaning/Maintenance											
Construction & Extraction											
Installation , Maintenance & Repair											
Material Moving Workers											
Production Occupations											
TOTALS ABOVE											
Total One Year Ago											
FORMAL ON THE JOB TRAINEES (ENTER FIGURES FOR THE SAME CATEGORIES AS ARE SHOWN ABOVE)											
Apprentices											
Trainees											

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

PART V - Bidder Hiring and Recruitment Practices

1. Which of the following recruitment sources are used by you? (Check yes or no, and report percent used)				2. Check (X) any of the below listed requirements that you use as a hiring qualification (X)		3. Describe below any other practices or actions that you take which show that you hire, train, and promote employees without discrimination
SOURCE	YES	NO	% of applicants provided by source			
State Employment Service					Work Experience	
Private Employment Agencies					Ability to Speak or Write English	
Schools and Colleges					Written Tests	
Newspaper Advertisement					High School Diploma	
Walk Ins					College Degree	
Present Employees					Union Membership	
Labor Organizations					Personal Recommendation	
Minority/Community Organizations					Height or Weight	
Others (please identify)					Car Ownership	
					Arrest Record	
					Wage Garnishments	

Certification (Read this form and check your statements on it CAREFULLY before signing). I certify that the statements made by me on this BIDDER CONTRACT COMPLIANCE MONITORING REPORT are complete and true to the best of my knowledge and belief, and are made in good faith. I understand that if I knowingly make any misstatements of facts, I am subject to be declared in non-compliance with Section 4a-60, 4a-60a, and related sections of the CONN. GEN. STAT.

(Signature)	(Title)	(Date Signed)	(Telephone)

Connecticut State University System

Central Connecticut State University
Eastern Connecticut State University
Southern Connecticut State University
Western Connecticut State University
System Office

STANDARD TERMS AND CONDITIONS

I. DEFINITIONS

The following words, when used herein, shall have the following meanings:

1. "Contract" shall mean any agreement negotiated by and between CSU and the contractor selected by CSU as the result of a request for proposal, request for quotation, or request for bid, including, but not limited to, a personal service agreement or purchase order.
2. "CSU" shall refer to the Connecticut State University System, which is comprised of Central Connecticut State University, Eastern Connecticut State University, Southern Connecticut State University, Western Connecticut State University and the System Office, collectively and individually, as the context requires.
3. "Person" shall mean an individual, partnership, corporation or other business entity, as the context requires.
4. "Proposal" shall mean a response to a request for proposal, request for bid, or request for quotation.
5. "Proposer" shall mean a contractor that submits a response to a request for proposal, request for bid, or request for quotation.
6. "RFP" shall mean a request or invitation for proposal, bid, or quotation, as applicable.

II. TERMS AND CONDITIONS RELATED TO REQUESTS FOR PROPOSALS

A. General Conditions

1. CSU reserves the right to amend or cancel an RFP prior to the date and time for the opening of proposals. CSU, in its sole discretion, reserves the right to accept or reject any and all proposals, in whole or in part, and to waive any technicality in any proposal submitted, and to accept any part of a proposal deemed to be in the best interest of CSU.
2. Proposals received from proposers debarred by the State of Connecticut will not be considered for award.
3. CSU does not commit to specific volumes of activity, nor does it guarantee the accuracy of statistical information provided in the RFP. Such information is supplied to proposers for reference only.
4. All responses to the RFP shall be and remain the sole property of CSU.
5. Each proposer shall bear all costs associated with proposer's response to an RFP, including, but not limited to, the costs of any presentation and/or demonstration required by CSU. In addition, answers or clarifications sought by CSU arising out of or in connection with the proposal shall be furnished by the proposer at the proposer's expense.
6. CSU reserves the right to negotiate, as it may deem necessary, with any or all of the proposers that submit proposals.
7. Any alleged oral agreement or arrangement made by any proposer with CSU or any employee thereof shall not be binding.

B. Submission of Proposals

1. Proposals must be submitted on forms supplied by CSU. Telephone, facsimile, or email proposals will not be accepted in response to an RFP.
2. The time and date proposals are to be received and opened are stated in each RFP issued by CSU. Proposals received in the applicable CSU purchasing department after the date and time specified in the RFP will be returned to the proposer unopened. Proposal amendments received by CSU after the time specified for opening of proposals shall not be considered.
3. All proposals must be addressed to the location designated in the RFP. Proposal envelopes must clearly state the proposal number as well as the date and time of the opening of the proposals, as stated in the RFP. The name and address of the proposer must appear in the upper left hand corner of the envelope.
4. Proposals must be computer prepared, typewritten or handwritten in ink. Proposals submitted in pencil will be rejected.
5. Proposers must answer all the questions set forth in the RFP using the outline and numbering scheme set forth therein. Proposers must furnish all information requested in the RFP and supply all materials required for consideration. Failure of the proposer to answer all questions and supply all information and materials requested may be grounds for rejection of the proposal.
6. All proposals must be signed by a person duly authorized to sign proposals on behalf of the proposer. All signatures on the proposal must be original. Proposals bearing stamp signatures will be rejected. Unsigned proposals will be rejected.
7. Alterations or corrections to the proposal must be initialed by the person signing the proposal or his or her authorized designee. All initials on alterations or corrections to the proposal must be original. In the event that an authorized designee initials an alteration or correction, the proposer must submit a written authorization from the proposal's signatory to the authorized designee, authorizing the designee to make the alteration or correction. Failure to submit such an authorization shall result in rejection of proposal as to those items altered or corrected and not initialed.
8. Conditional proposals are subject to rejection in whole or in part, in the sole discretion of CSU. A conditional proposal is defined as one that limits, modifies, expands or supplements any of the terms and conditions and/or specifications of the RFP.
9. Alternate proposals will not be considered by CSU, unless otherwise noted on the RFP or on the proposal form. An alternate proposal is defined as one that is submitted in addition to the proposer's primary response to the RFP.
10. CSU does not sponsor any one manufacturer's products, but lists equipment by name and model number to designate the quality and performance level desired. Proposers may propose substitutes similar in nature to the equipment specified. The substitute must, in the sole determination of CSU, be equal in quality, durability, appearance, strength and design to the equipment or product specified in the RFP, or offer a clear advantage to CSU because of improved or superior performance. All proposals including equipment or product substitutes must be accompanied with current descriptive literature on, and data substantiating, the equal or superior nature of the substitute. All final decisions concerning substitutes will be made by CSU prior to any award. The word substitute shall not be construed to permit substantial departure from the detailed requirements of the specifications.
11. Each proposer's prices must be firm for a period up to 120 days from date of the opening of proposals. Prices must be extended in decimal, not fraction, must be net, and must include transportation and delivery charges, fully prepaid by the contractor, to the destination specified in the proposal, and subject only to cash discount.

12. Pursuant to Section 12-412 of the Connecticut General Statutes, the State of Connecticut is exempt from the payment of excise, transportation and sales taxes imposed by the Federal Government and/or the State. Accordingly, such taxes must not be included in proposal prices.
13. If there is a discrepancy between a unit price and an extended price, the unit price will govern.
14. By submitting a proposal, the proposer asserts that the offer and information contained therein is in all respects fair and without collusion or fraud and was not made in connection with any competing proposer's submission of a separate response to the RFP. By submitting a proposal, the proposer further asserts that it neither participated in the formation of CSU's solicitation development process nor had any knowledge of the specific contents of the RFP prior to its issuance, and that no employee of CSU participated directly or indirectly in the preparation of the proposer's proposal.
15. It is the proposer's responsibility to check the website of the State of Connecticut Department of Administrative Services (www.das.state.ct.us/Purchase/Portal/Portal_Home.asp) for changes prior to the proposal opening. It is the responsibility of the proposer to obtain all information related to proposal submission including, without limitation, any and all addenda or supplements required.
16. Any person contemplating submitting a proposal who is in doubt as to the true meaning of, or is in need of clarification of, any part of the RFP or the specifications set forth therein, must submit a written request for clarification to CSU. The proposer may rely only upon a response to a request for clarification set forth in writing by CSU.
17. Proposals for the provision of services must include the cost of obtaining all permits, licenses, and notices required by the city or town in which the services is to be provided, and the State and Federal governments..
18. Each proposer must complete and submit with its proposal the following non-discrimination and affirmative action forms: the Notification to Proposers, Contract Compliance, and EEO-1. It shall not be sufficient to declare or state that such forms are on file with the State of Connecticut. Failure to include the required forms shall result in rejection of the proposal.

C. Samples

1. Samples, when required by the RFP, must be submitted strictly in accordance with the requirements of the RFP.
2. Any and all required samples shall be furnished by the proposer at no cost to CSU. All samples, unless otherwise indicated, will become the property of CSU and will not be returned to the proposer unless the proposer states in the proposal that the sample's return is requested. A sample will be returned on the request of the proposer if the sample has not been rendered useless or beyond its useful life. The proposer must pay the costs associated with the return of any sample. Samples may be held by CSU for comparison with actual product deliveries.
3. The making of chemical and physical tests of samples submitted with proposals shall be made in the manner prescribed by CSU.

D. Bonding Requirements / Guaranty or Surety

Not applicable to this RFQ

III. CONTRACT AWARD

1. All proposals properly submitted will be opened and read publicly. Upon award, the proposals are subject to public inspection. CSU will not prepare abstracts of proposals received for distribution, nor will information concerning the proposals received be conveyed by telephone.
2. Award will be made to the lowest responsible qualified proposer who complies with the proposal requirements. Price alone need not be the sole determining factor for an award. Other criteria, listed in the RFP, may be considered by CSU in the award determination.
3. CSU reserves the right to grant an award and/or awards by item, or part thereof, groups of items, or all items of the proposal and to waive minor irregularities and omissions if, in CSU's judgment, the best interests of CSU or the State of Connecticut will be served.
4. CSU reserves the right to correct inaccurate awards resulting from its administrative errors.
5. The Award Notice and Offer (to enter into a formal contract) shall be sent to the awarded proposer by first class certified mail, return receipt requested, to the address provided in the awarded proposal, or by overnight courier. The Notice and Offer shall constitute an offer by CSU to enter into negotiations to come to a formal contract agreement. If the proposer, within ten (10) business days of receipt of said Notice and Offer, declines to begin contract negotiations, then the offer to negotiate a contract may be withdrawn and an offer to negotiate a contract extended to the next lowest responsible qualified proposer, and so on until a contract is negotiated and executed.
6. Each proposal submitted shall constitute an offer by the proposer to furnish any or all of the commodities or services described therein at the prices given and in accordance with conditions set forth in the proposal, the RFP, and these "Standard Terms and Conditions." Acceptance and resulting contract formation shall be in a formal written document authorized by CSU's Purchasing Department and where applicable, approved by the Attorney General, and shall comprise the entire agreement between the proposer and CSU.

IV. TERMS AND CONDITIONS RELATED TO CONTRACT WITH SUCCESSFUL PROPOSER

By submitting a response to the RFP, the proposer agrees that any contract negotiated between it (if the successful proposer), as contractor, and CSU may contain the following provisions, as deemed applicable by CSU:

A. General Conditions

1. Any product developed and accepted by CSU under a contract awarded as a result of an RFP shall be sole property of CSU, unless stated otherwise in the contract.
2. Data collected or obtained by the contractor in connection with the performance of the contract shall not be shared with any third party without the express written approval of CSU.
3. The contractor shall defend, indemnify and hold harmless CSU, its officers and employees, against any and all suits, actions, legal or administrative proceedings, claims, demands, damages, liabilities, monetary loss, interest, attorney's fees, costs and expenses of whatsoever kind or nature arising out of the performance of the agreement, including those arising out of injury to or death of contractor's employees or subcontractors, whether arising before, during or after completion of the services thereunder and in any manner directly or indirectly caused, occasioned or contributed to in whole or in part, by reason of any act, omission, fault or negligence of contractor or its employees, agents or subcontractors. Without limiting the foregoing, the contractor shall defend, indemnify and hold CSU and the State of Connecticut harmless from liability of any kind for the use of any copyright or un-copyrighted composition, secret process, patented or unpatented invention furnished or used in the performance of the contract. This indemnification shall be in addition to the warranty obligations of the contractor and shall survive the termination or cancellation of the contract or any part thereof.
4. The contactor shall: (i) guarantee its products against defective materials and workmanship; (ii) repair damage of any kind, for which it is responsible, to CSU's premises or equipment, to its own work or to the work of other contractors; (iii) obtain and pay for all applicable licenses, permits, and notices; (iv) give all notices and comply with all requirements of the municipality in which the service is to be provided and of the State and federal governments; and (v) carry proper and sufficient insurance to protect the State from loss.
5. The contract shall be interpreted and governed by the laws of the State of Connecticut, without regard to its principles of conflicts of laws.
6. The contractor agrees that it shall be subject to and abide by all applicable federal and state laws and regulations.
7. The contractor agrees that it shall comply with Section 4a-60 of the Connecticut General Statutes and with Executive Orders Nos. 3, 16, 17 and 7C and 14.
8. The contractor agrees that the sole and exclusive means for the presentation of any claim against the State of Connecticut, the Connecticut State University or the Board Of Trustees arising from a contract with CSU, shall be in accordance with the provisions of Chapter 53 of the Connecticut General Statutes (Claims Against the State) and that no additional legal proceedings will be initiated in any state or federal court in addition to, or in lieu of, said Chapter 53 proceedings.
9. The contractor agrees that CSU shall have and retain sole and exclusive right and title in and to the forms, maps, and/or materials produced for CSU pursuant to the contract, including all rights to use, distribute, sell, reprint, or otherwise dispose of same. The contractor further agrees that it shall not copyright, register, distribute, or claim any rights in or to said maps and/or materials or the work produced under the contract.

10. The contractor or subcontractor, as applicable, shall offer and agree to assign to CSU all rights, title and interest in and to all causes of action it may have under Section 4 of the Clayton Act, 15 U.S.C. 15, or under Chapter 624 of the general statutes, arising from the purchase of services, property or intangibles of any kind pursuant to a public purchase contract or subcontract; such assignment shall be made and become effective at the time the contract is executed by the parties, without further acknowledgment by them.
11. The contractor shall not assign or otherwise dispose of the contract or its right, title or interest therein, or its power to execute such contract, to any other person without the prior written consent of CSU.
12. CSU reserves the right to inspect commodities for conformance with proposal specifications. When commodities are rejected by CSU, said commodities shall be removed by the contractor, at the contractor's expense, from the CSU premises within forty-eight (48) hours after notification of such rejection, unless public health and safety require immediate destruction or other disposal of such rejected delivery. Rejected items left longer than forty-eight (48) hours shall be considered abandoned by the contractor and CSU shall have the right to dispose of them as its own property.
13. If any provision, term or condition of the contract is prohibited, invalid, or unenforceable then that provision, term or condition shall be ineffective to the extent of the prohibition, invalidity, or prohibition without invalidating the remaining provisions, terms and conditions unless it materially alters the nature or intent thereof.
14. Should the terms of any purchase order or invoice issued in connection with the contract conflict with the terms of the contract, the terms of the contract shall prevail.
15. Failure of the contractor to deliver commodities or perform services as specified in the contract will constitute authority for CSU to purchase these commodities or services on the open market. The contractor shall promptly reimburse CSU for excess costs incurred by CSU due to these purchases, and these purchases shall be deducted by CSU from the quantities contracted for.
16. No right or duty, in whole or in part, of the contractor under the contract may be assigned or delegated without the prior written consent of CSU. The subcontracting or assignment of any of contractor's obligations under the contract to a subcontractor shall require the prior written approval of CSU.
17. Upon termination of the contract by CSU, the contractor shall both immediately discontinue all services (unless the notice directs otherwise) and deliver to CSU all data, drawings, specifications, reports, estimates, summaries, and such other information and materials as may have been accumulated by the contractor in performing its duties under the contract, whether completed or in progress. All such documents, information, and materials shall become the property of CSU.
18. The State of Connecticut shall assume no liability for payment for services under the terms of the contract until the contractor is notified that the contract has been accepted by CSU and, if applicable, approved by the Office of Policy and Management ("OPM") or the Department of Administrative Services ("DAS") and by the Attorney General of the State of Connecticut.

B. Insurance

1. Before commencing to perform services pursuant to the contract, the contractor shall obtain, at its own cost and for the duration of the contract, the following insurance:
   (a) Commercial General Liability: $1,000,000 combined single limit per occurrence for bodily injury, personal injury and property damage. Coverage shall include Premises and Operations, Independent Contractors, Products and Completed Operations, Contractual Liability and Broad Form Property Damage coverage. If a general aggregate is used, the general aggregate limit shall apply separately to the project or the general aggregate limit shall be twice the occurrence limit.
   (b) Automobile Liability: $1,000,000 combined single limit per accident for bodily injury. Coverage extends to owned, hired and non-owned automobiles. If the contractor does not own an automobile, but one is used in the execution of the contract, then only hired and non-owned coverage is required. If a vehicle is not used in the execution of the contract then automobile coverage is not required.
   (c) Professional Liability: $1,000,000 limit of liability.
   (d) Workers' Compensation and Employers Liability: Statutory coverage in compliance with the laws of the State of Connecticut. Coverage shall include Employer's Liability with minimum limits of $100,000 each accident, $500,000 Disease – Policy limit, $100,000 each employee.
   An Excess Liability/Umbrella Policy may be used to meet the minimum limit guidelines.
2. The contractor shall provide copies of its Certificates of Insurance to CSU, if requested to do so. The Certificates shall include the following:
   (a) The certificate shall clearly identify the State of Connecticut, its officers, officials, employees, agents, boards and commissions as Additional Insured. The coverage shall contain no special limitations on the scope of protection afforded to the State.
   (b) The certificate shall clearly indicate the project name and project number or some easily identifiable reference to the relationship to the State.
3. The Certificates shall be signed by a person authorized by that insurer to execute contracts on its behalf. The certificate Accord Form 25 Certificate shall indicate a minimum thirty (30) day endeavor to notify requirement in the event of cancellation or non-renewal of coverage.
4. The contractor shall assume responsibility for payment of any and all deductibles applicable to the insurance policies described in Section IV.B.1 above.
5. The contractor's insurer shall have no right of recovery or subrogation against the State and the described insurance shall be primary coverage.
6. Each required policy of insurance shall provide that it shall not be suspended, voided, cancelled or reduced except after thirty (30) days' prior written notice sent by certified mail to CSU.
7. "Claims Made" coverage shall be unacceptable, with the exception of Professional Liability.

C. Bonds

Not applicable to this RFQ.

D. Delivery

1. Unless otherwise specified in the proposal, all products and equipment delivered pursuant to the contract shall be new and shall include any and all manufacturer's warranties.
2. Delivery shall be to the point specified in the contract.
3. All deliveries shall display, in plain sight, any related Purchase Order or Reference/Delivery Number. Failure to display said number may cause the shipment to be rejected and returned at the contractor's expense.
4. All deliveries shall be in compliance with Sections 22a-194 to 22a-194g of the Connecticut General Statutes related to product packaging.
5. Deliveries shall be subject to reweighing on official sealed scales designated by the State and payment shall be made on the basis of net weight of materials received.
6. Payment terms are net forty-five (45) days after receipt of goods or invoice, whichever is later. State of Connecticut certified small or minority contractors are payable under terms net thirty (30) days.
7. Monies owed to CSU or the Department of Revenue Services (DRS) by the contractor shall be deducted from current obligations.

E. Inspection and Tests

1. The inspection of all commodities and the making of chemical and physical tests of samples of deliveries to determine whether or not the contract specifications are being complied with shall be made in the manner prescribed by CSU.
2. Any item that fails in any way to meet the terms or specifications set forth in the contract is subject to be paid for at an adjusted price or rejected, in the discretion of CSU.
3. After delivery and installation of any equipment provided pursuant to the contract, the contractor shall certify to CSU that the equipment has been properly installed and is ready for use. Thereafter, for a test period of sixty (60) days, CSU shall operate the system in accordance with its normal operating practices. The acceptance test shall determine if the equipment's operating characteristics meet the performance standards set forth in the contract.

F. Advertising

Reference by the contractor to sales to CSU for advertising and promotional purposes without the prior approval of CSU shall be expressly prohibited.