

## EXHIBIT A

### DESCRIPTION OF GOODS AND SERVICES

This CONTRACT covers the State of Connecticut's requirements for the purchase and installation of OEM replacement parts for Volvo loaders. Also to be performed is specialized repair work that is beyond the expertise of Department of Transportation (ConnDOT) technicians.

#### I. CONTRACT SERVICES

##### A. Delivery of Parts

The CONTRACTOR shall be required to make deliveries to the following ConnDOT premises. ConnDOT reserves the right to add or remove locations as it deems necessary.

Portland Machine Shop – Portland, 148 Freestone Avenue	
DOT 31	- Darien, I-95 SB, Rear of Rest Area
DOT 32	- Brookfield, 1050 Federal Road
DOT 33	- Waterbury, 100 Chase River Road
DOT 35	- Higganum, 11 Candlewood Hill Road
DOT 36	- Lisbon, 486 River Road
DOT 37	- Winchester, 151 Torrington Road
DOT 38	- Wethersfield, 501 Goff Road
DOT 39	- West Willington, 41 Tolland Turnpike
DOT 40	- Putnam, Rte. 12, Industrial Park Road
DOT 41	- East Granby, Route 20 & East Granby Road
DOT 42	- East Haven, 507 North High Street
DOT 88	- Rocky Hill, 660 Brook Street (Central Warehouse)
DOT 90	- Milford, 44 Banner Drive
DOT 92	- Old Saybrook, 660 Middlesex Turnpike

1. Routine deliveries of all goods offered under this CONTRACT shall be made within five (5) days ARO. Receiving times are 8:00 a.m. to 3:30 p.m., Monday through Friday. The CONTRACTOR shall be responsible for the delivery of parts in new condition.
2. Each delivery shall be accompanied by a packing slip that indicates the purchase order number, the item(s) being delivered and the quantity of each item delivered.

##### B. Warranty

###### 1. Parts

All parts supplied by the CONTRACTOR shall be warranted against defects in material and/or workmanship for a period of one (1) year, or Manufacturer's standard warranty, whichever is longer. The warranty shall provide the full cost to replace the defective item(s) plus any labor, packing, shipping, etc., required to replace the defective items.

###### 2. Labor

- a) Installation work shall be fully warranted for the life of the equipment being serviced.
- b) Repair work shall be fully warranted for one (1) year commencing on the date that the repaired equipment leaves the repair facility.
- c) Installation and repair work that is provided for ConnDOT equipment shall be performed at the CONTRACTOR'S facility unless ConnDOT technicians decide that the nature of the installation or repair does not warrant the removal of said equipment from its ConnDOT premises.
- d) All installation and repair work is subject to inspection and approval by ConnDOT.

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#### II. CONTRACT TERMS

##### **A. Purchase Orders**

ConnDOT shall issue purchase orders via mail, fax or email. All questions pertaining to purchase orders issued by ConnDOT shall be directed to ConnDOT's Processing Unit by calling 860-594-2070.

##### **B. Parts Inventory Protection Plan**

ConnDOT reserves the right to return any new, unused part it purchases under the terms of the Parts Inventory Protection Plan that the Contractor submitted with his bid. ConnDOT shall receive full credit for all such returns.

##### **C. Invoicing**

Payment and invoicing inquiries relative to ConnDOT issued purchase orders shall be directed to ConnDOT's Accounts Payable Unit at (860) 594-2305.

All invoices shall include:

1. Contractor F.E.I.N. or Social Security Number.
2. Complete Contractor name and billing address.
3. Project number, if applicable.
4. Invoice number and date.
5. Purchase order number.
6. Itemized description of services and/or material supplied.
7. Adjustments, if applicable.
8. Quantity, unit of measure, unit price and extended amount.
9. Ticket numbers corresponding to each invoice must be listed or attached to the company invoice as a separate sheet, if applicable
10. Work periods and traffic control prices must be itemized, if applicable.

Invoices for payment of services rendered shall be sent to:

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