

 <b>WESTERN</b> CONNECTICUT STATE UNIVERSITY	<b>REQUEST FOR PROPOSAL</b>	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.	
	This is NOT an order to ship.		
<b>VENDOR NAME , ADDRESS and EMAIL ADDRESS:</b>		<b>BID NUMBER:</b> 2014-ERB-0231	<b>BID DUE DATE:</b> April 8, 2014 by 2:30pm
<b>RETURN TO:</b> Western Connecticut State University Purchasing Department 181 White Street Danbury, CT 06810		<b>DATE ISSUED:</b> March 14, 2014	
<b>SIGNED (for agency)</b>  E.R. Boriss	<b>PREPARED BY:</b> E.R Boriss Associate Director – Administrative Services Phone: (203) 837-8758 Fax: (203) 837-8659		<b>PURCHASING AUTHORITY:</b> Public Acts 91- 256/92-154 CGS 10a-151b
<b>Description</b>			
<p>Western Connecticut State University is seeking bid proposals for all labor, materials and equipment required for the Audio/Visual Classroom Fit-out and Loose Equipment in the Visual &amp; Performing Arts Center located on WCSU's Westside Campus.</p> <p><b><u>Please note: The CT Dept. of Labor's Prevailing Wage Rates shall apply to this project.</u></b></p> <p>All contractors are required to visit the site and become familiar with existing conditions. A <b><u>mandatory pre-bid meeting</u></b> is scheduled for March 20, 2014 at 1:00pm., beginning in the lobby dining area(1<sup>st</sup> Floor) of the <b><u>Westside Campus Center located on the WCSU Westside campus.</u></b> GPS users <b><u>enter 43 Lake Ave Extension Danbury CT.</u></b> Directions can be found at the following link : <a href="http://www.wcsu.edu/campustour/directions.asp">http://www.wcsu.edu/campustour/directions.asp</a> – see attached map</p> <p>Plans and specifications will be available in the purchasing office located in University Hall at 181 White Street for a nonrefundable Fee of \$25.00. Contact 203-837-8758 between the hours of 8:30 – 4:00 beginning Thursday March 20, 2014 and will also be available at the walk thru.</p> <p>Upon bid award and issuance of a P.O., all shop drawings shall be submitted for approval within thirty (30) days. No work shall proceed until all submittals are approved by the systems designer. All work, including testing, shall be completed within the following time frame: May 1, 2014 through July 1, 2014.</p> <p>The contractor who is selected to perform this state project must file and receive an approved Affirmative Action Plan by the Commission of Human Rights and Opportunities. This project is subject to the State SET ASIDE goals of 25% SBE of which 25% or (6.25%) of the total contracted value must be contracted with a CT DAS certified MBE vendor – per the worksheet attached excluding equipment sections as listed.</p> <p><b>**The contractor selected to perform this state project needs to solicit multiple bids per subcontract (class of work) from an assorted variety of subcontractors, non-trade related service providers,</b></p>			

<p style="text-align: center;">TO BE COMPLETED BY BIDDER</p>	<p>Vendor Authorized Signature _____  Date _____  Printed Name _____  Phone _____ Extension _____  Cash discount Payment Terms _____ % _____ days, net 30 days  Company FEIN _____</p>	
 <b>WESTERN CONNECTICUT STATE UNIVERSITY</b>	<p>REQUEST FOR PROPOSAL</p>	<p>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.</p>
	<p>This is NOT an order to ship.</p>	
<p>VENDOR NAME, ADDRESS AND PROJECT CONTACT EMAIL ADDRESS:</p>		<p>BID NUMBER:  2014-ERB-0231</p>
<p>Return to:  Western Connecticut State University  Purchasing Department  181 White Street  Danbury, CT 06810</p> <hr/> <p>and/or material vendor's that are currently certified as a small business or as a small business owned by an ethnic minority, woman, certified by State of CT. Dept. of Administrative Services Supplier Diversity Program (DAS). (set-aside).</p> <p><b>CHRO state set aside Goals requirement pertaining to this bid form must be submitted with the bid package.</b></p>		<p>PAGE 2</p>

Eligible Audio/Visual contractors (and sub-contractors performing such work) shall be able to provide a minimum of 10 years audio/visual systems installation experience in similar theaters, concert halls and higher education classrooms, and work with a licensed electrical contractor to provide such services within the State of Connecticut. Eligible audio/visual contractors are required to have the following past experience and qualifications (at a minimum): Provide a comprehensive list of completed A/V System projects and detailed information of 5 similar projects in scope on the Audio/Visual Equipment Bidders Qualification Statement included in the bid documents. Provide detailed resumes of the Principals, Project Managers, and superintendents who will be directly involved with this project. The Audio/Visual contractor must describe their capabilities and facilities for generating CAD (or other high quality) documentation for the Shop drawings and As-Built drawings and their capacity for rack assembly, shop fabrication, repair and servicing of the installed systems. The Audio/Visual contractor will provide verification test reports for review and approval of the system designer and provide on-site instructions to the university staff in the proper use of the installed audio/visual systems.

**Bid Parameters 2014-ERB-0231**

Compliance with Western Connecticut State University Bid Submission forms located in the specification package must be completed and submitted with the proposal.

**Proposers shall submit a clearly marked original and (1) one copy of the proposal.**

Submitted Bid pricing must be held for a period of 90 calendar days following the date of bid opening.

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-0231** on the exterior of the sealed envelope so that proper identification of the proposal can be made.

Sealed bid opening is **April 8, 2014 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. 06810.

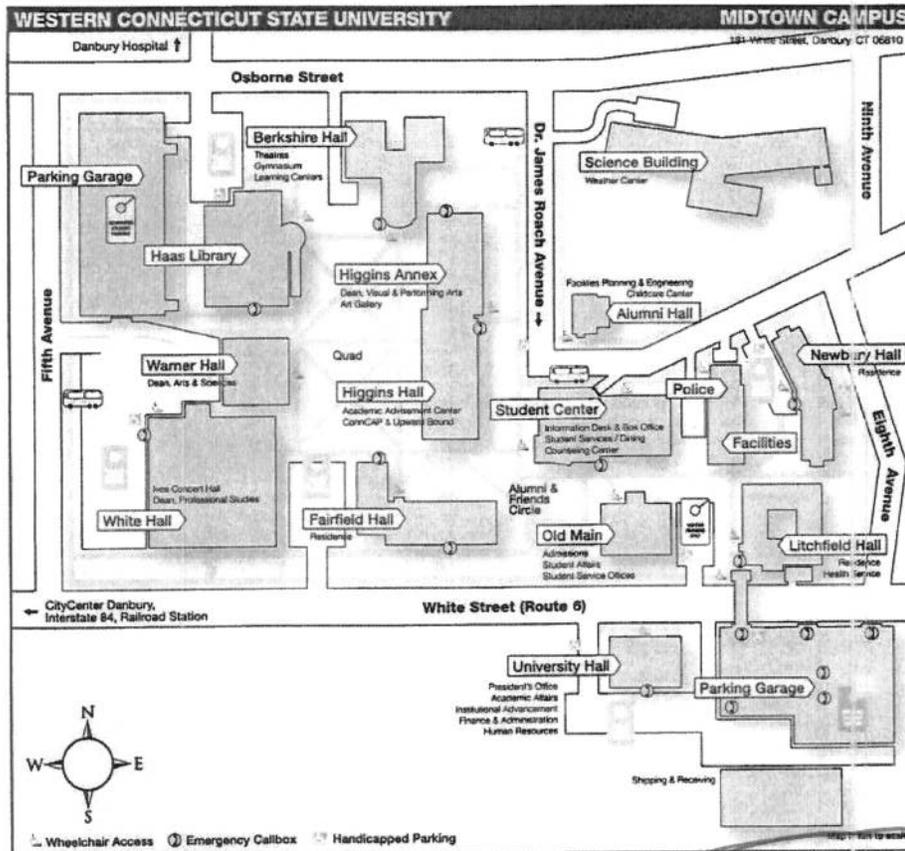
**Note that Western Connecticut State University reserves the right to reject any and all solicitations and to order or to not order any and all goods or services in this solicitation.**

Bids must be held for a period of 90 calendar days following the date of bid opening.

To be completed by bidder

Vendor Authorized Signature \_\_\_\_\_  
Date \_\_\_\_\_

# Campus Maps & Directions



## To Midtown campus (181 White Street)

*From the East:* Take Exit 5 off I-84 to first traffic light (Clapboard Ridge Road); turn right and continue on Main Street to White Street (fifth traffic light); turn left onto White Street and continue one half mile to campus on left.

*From the West:* Take Exit 5 off I-84 to first traffic light (Main Street); turn right and continue on Main Street to White Street (fourth traffic light); turn left onto White Street and continue one half mile to campus on left. Visitor parking is available in the lot adjacent to Old Main on the Midtown campus.

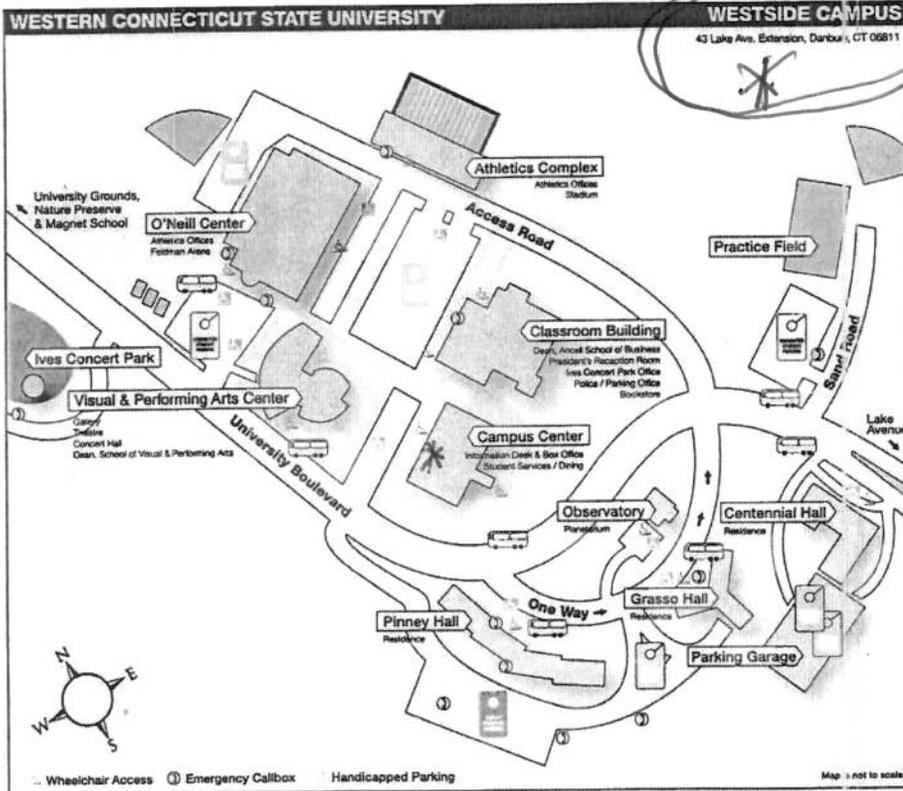
## To Westside campus (43 Lake Ave. Extension)

Take Exit 4 off I-84; turn right onto Lake Avenue. Travel approximately one mile to campus entrance on right.

## Campus-to-Campus

*Midtown to Westside:* Follow White Street and take a right onto Main Street (third traffic light). Follow Main Street to third traffic light (Main Street becomes Clapboard Ridge). Turn left onto I-84 West. Take Exit 4 off I-84. Turn right onto Lake Avenue. Travel approximately one mile. Campus entrance is on the directly across from Stop & Shop. General parking is available along University Boulevard.

*Westside to Midtown:* Turn left onto Lake Avenue for approximately one mile. Turn left onto I-84 East (third traffic light). Take Exit 5 off I-84 to first traffic light (Main Street). Turn right and continue on Main Street to White Street (fourth traffic light). Turn left onto White Street and continue one half mile. The campus is on the left.



**NOTICE  
 CHRO STATE SET-ASIDE GOALS REQUIREMENTS  
 PERTAINING TO THIS BID**

The awarding contractor who is selected to perform this state project must file and receive an approved Affirmative Action Plan by the Commission of Human Rights and Opportunities.

This project is subject to state set aside goals, excluding the cost of all equipment as specified in *Section 274100 - Attachment 1, Audio Video Systems - Classroom Fit-Out*, and excluding the cost of all equipment as specified in *Section 274101 - Attachment 1, Audio Video Systems - Loose Equipment Package*, of the contract bid documents. Please use the worksheet below in determining the contract amount subject to fulfilling the state set-aside goals.

The contractor selected to perform this state project needs to solicit multiple bids per subcontract (class of work) from an assorted variety of subcontractors, non-trade related service providers, and/or material vendors that are currently certified by the State of Connecticut Dept. of Administrative Services (DAS) Supplier Diversity Program (set-aside) as a small business, or as a small business owned by an ethnic minority, woman, or disabled person.

<b>Worksheet</b>	
<b>Determination of the Contract Bid Amount Subject to State Set-Aside Goals</b>	
<b>Required by the Commission on Human Rights and Opportunities</b>	
<b>(Please Note: Itemized amounts <u>must</u> reflect those quoted on the <u>WCSU Itemized Bid Form</u>)</b>	
<b>Costs Subject to Set-Aside Goals Determination</b>	<b>Amount</b>
Base Bid Breakdown: " <u>Item B, Line 1 - Total Labor and Materials for the Installation and Integration of Equipment</u> "	
<b>Total Amount Subject to State Set-Aside Goals Determination*</b>	<b>\$</b>
*This amount shall be subject to the state set aside goals of 25% SBE, of which 25% (or 6.25%) of the total remaining contracted value must be contracted with a CT DAS certified MBE vendor.	
<b>Costs Not Subject to State Set-Aside Goals Determination</b>	<b>Amount</b>
Base Bid Breakdown: " <u>Item A, Line Items No. 1 through No. 13</u> "	
Base Bid Breakdown: " <u>Item C - Line Items No. 1 through No. 4</u> "	
<b>Total Amount Not Subject to State Set-Aside Goals Determination</b>	<b>\$</b>

**WESTERN CONNECTICUT STATE UNIVERSITY  
ITEMIZED BID FORM**

**BIDDER:** \_\_\_\_\_

\_\_\_\_\_  
Address

\_\_\_\_\_  
Telephone No.

**BID PROPOSAL FOR:**

**AUDIO/VISUAL SYSTEMS CLASSROOM FIT-OUT AND LOOSE EQUIPMENT FOR  
THE VISUAL & PERFORMING ARTS CENTER – WESTSIDE CAMPUS  
BID NO. 2014-ERB-0231**

**ADDRESSED TO:**

Ms. Esther Boriss  
Associate Director, Administrative Services/Purchasing  
Western Connecticut State University, 181 White Street, Danbury, CT 06810

In preparing this Bid, we have carefully examined the Bidding Documents for this Work. We have visited the site and noted the conditions affecting the Work.

The Bidding Documents referred to include Drawings and Specifications prepared by Western Connecticut State University and entitled "Audio/Visual Classroom Fit-Out and Loose Equipment for the Visual & Performing Arts Center – Westside Campus."

We acknowledge receiving the following Addenda issued by the Architect:

No. 1 dated \_\_\_\_\_ No. 2 dated \_\_\_\_\_ No. 3 dated \_\_\_\_\_ No. 4 dated \_\_\_\_\_

**BASE BID BREAKDOWN:**

We propose to perform the Work described in the Bidding Documents, in keeping with the definitions of Article 1 of the Instructions to Bidders, for the Base Bid Sum, herewith itemized as follows:

**A. As per Section 274100 – Attachment 1, Audio Video Systems - Classroom Fit-Out**

1. Rehearsal Room A (133) Total

\_\_\_\_\_ \$ \_\_\_\_\_  
Dollars

2. Multipurpose Room (108) Total

\_\_\_\_\_ \$ \_\_\_\_\_  
Dollars

3. Rehearsal B (334) Total

\_\_\_\_\_ \$ \_\_\_\_\_  
Dollars

4. Rehearsal C (334) Total

\_\_\_\_\_ \$ \_\_\_\_\_  
Dollars

5. Design Studio (335) Total

\_\_\_\_\_ \$ \_\_\_\_\_  
Dollars

6. Computer Lab (039) and Costume Shop (040) Total

\_\_\_\_\_ \$ \_\_\_\_\_  
Dollars

7. Instrument Rehearsal (113) Total

\_\_\_\_\_ \$ \_\_\_\_\_  
Dollars

8. Music Classrooms (320, 328, 329) Total

\_\_\_\_\_ \$ \_\_\_\_\_  
Dollars

9. Art Gallery (240) Total

\_\_\_\_\_ \$ \_\_\_\_\_  
Dollars

10. Art Classroom (144) Total

\_\_\_\_\_ \$ \_\_\_\_\_  
Dollars

11. Art Rooms (145, 146, 147, 151, 343) Total

\_\_\_\_\_ \$ \_\_\_\_\_  
Dollars

12. Art Rooms (241, 244) Total

\_\_\_\_\_ \$ \_\_\_\_\_  
Dollars

13. Sculpture Studio (248) Total

\_\_\_\_\_ \$ \_\_\_\_\_  
Dollars

**B. As per Section 274100, Audio Video Systems - Classroom Fit-Out**

1. Total Labor and Materials for the Installation and Integration of Equipment

\_\_\_\_\_ \$ \_\_\_\_\_  
Dollars

**C. As per Section 274101 - Attachment 1, Audio Video Systems – Loose Equipment Package**

1. Proscenium Theatre Loose Equipment Total

\_\_\_\_\_ \$ \_\_\_\_\_  
Dollars

2. Concert Hall Loose Equipment Total

\_\_\_\_\_ \$ \_\_\_\_\_  
Dollars

3. Recording Studio Loose Equipment Total

\_\_\_\_\_ \$ \_\_\_\_\_  
Dollars

4. Program Video Loose Equipment Total

\_\_\_\_\_ \$ \_\_\_\_\_  
Dollars

5. Supplemental Bid Package “A” Total

\_\_\_\_\_ \$ \_\_\_\_\_  
Dollars

6. Supplemental Bid Package “B” Total

\_\_\_\_\_ \$ \_\_\_\_\_  
Dollars

**TOTAL BASE BID AMOUNT (INCLUDES TOTAL SUM OF CLASSROOM FIT-OUT AND ITEMS 1 THROUGH 4 ONLY OF LOOSE EQUIPMENT PACKAGE):**

\_\_\_\_\_ \$ \_\_\_\_\_  
Dollars

**TIME OF COMPLETION:**

We agree that all work will be completed no later than July 1, 2014.

**BID ACCEPTANCE:**

We agree that this proposal shall not be withdrawn for a period of sixty calendar days after date of submittal. We understand that Owner reserves the right to accept any Bid, reject any or all Bids, and to waive any informality in the Bidding. At the time of execution of the contract, we shall furnish all required documentation as listed on the Bid Submission Checklist Form.

**Firm Name:** \_\_\_\_\_

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

**By:** \_\_\_\_\_ **Title:** \_\_\_\_\_  
(Name Typed)

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

The Bidder is a/an (individual) (partnership) (corporation). Names and titles of other officers or partners are:

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

(For corporation, give State of incorporation and affix corporate seal.)

ATTACHMENT 1  
 MAJOR EQUIPMENT LIST

Rehearsal Room A (133)

Device	MFR	Model	QTY	Unit Price	Extended Price
<b>Terminations</b>					
Termination - Deck Level Interface Type 1	CUS	per drawing KI	3		
Termination - Deck Level Interface Type 2	CUS	per drawing KIA	1		
Termination - Grid Level Loudspeaker	CUS	per drawing KL	6		
Termination - Mixing Console Interface	CUS	per drawing KM	2		
Termination - Projection Interface	CUS	per drawing KP	1		
Termination - Roll Drop/Projection Screen	CUS	per drawing KS	1		
<b>House Mix/Processing/Playback</b>					
Mixing Console	YAM	LS9-16	1		
Playback Rack	CUS	per drawing AV4.51	1		
CD Player/Recorder	TAS	SS-CDR200	1		
Computer Assembly	APL	Mac Mini w/ Display	1		
Audio Interface	ROL	Octa-Capture	1		
Drawer with Lock 4U	MAP	D4-LK	1		
Headphones	SON	MDR-7506	1		
Multipair Fanout - Console Interface	CUS	By Contractor	1		
Multipair Cable - Playback Rack	CUS	By Contractor	1		
<b>System Hub</b>					
Hub - Systems Control Rack	CUS	per drawing AV4.51	1		
Audio DSP	SMX	Radius 12x 8-AEC	1		
Patch Panels	CUS	By Contractor	2		
Audio Patch Bay	AAI	WEP-EO-C-26-N-2-D	2		
Audio Patch Cable 1'	AAI	621B	4		
Audio Patch Cable 2'	AAI	622A	4		
Video Patch Cable	AAI	VBNC-24	4		
Cat 6 Patch Cable - 1'	CUS	Contractor Propose	8		
Amplifier Output Panel	CUS	per drawing AV4.51	1		
Loudspeaker Location Panel	CUS	per drawing AV4.51	1		
Loudspeaker Patch Cable	WWD	JHA-NL4-M/F-02F	6		
Patch Cable Holder	AAI	PCH-X	1		
Aux Systems Control Panel	CUS	per drawing AV4.51	1		
Rack Mount Lamp	LIT	RL-10-D	1		
Accessory Receptacle Panel	CUS	per drawing AV4.51	1		
Drawer with Lock 3U	MAP	D3-LK	1		
UPS Line Interactive	MAP	UPS-1000R	1		
Audio Network Switch	CIS	SG300-10SFP	2		
Power Amplifier	LAB	C 28:4	1		
Loudspeaker Transition Panel	CUS	By Contractor	1		

Video Routing/Control System					
Video Distribution and Control System	CST	per quote # 1027467	1		
Blu-Ray Player	OPO	BDP-103	1		
Wireless Media Receiver	APL	MD199LL/A	1		
TV Tuner	CTM	232-ATSC+1 HDTV Tuner	1		
Control Switch	ATS	AT-GS900/8	1		
Projector	PAN	PT-DZ570	1		
Projector Lift	DRA	SLX21	1		
Auxilliary Systems					
Intercom Power Supply	CLC	PK-7	1		
Remote Belt Pack	CLC	RS-701	4		
Intercom Headset - Single Muff	CLC	CC-300	4		
Room Microphone	ATN	U852R	1		
Mounting Assmebly - Clamp	CUS	By Contractor	1		
Dante Pre Amp	ATT	Dante unDIO2x2	1		
RF Transmitter and Supply	LSN	LT-800-xx	1		
Transmitter Rack Mount	LSN	LA-326	1		
RF Antenna	LSN	LA-122	1		
RF Receiver	LSN	LR-400-xxx	6		
RF Receiver Lanyard	LSN	LA-330	6		
Headphones	LSN	LA-165	6		
Neck Induction Loop	LSN	LA-166	2		
Battery Charger Case	LSN	LA-324-xx	1		
Loose Equipment					
Loudspeaker	EAW	JF10	4		
Loudspeaker Rigging - Yoke Brack and C-Clamp	CUS	By Contractor	4		
Subwoofer	MCK	HD1501	2		
<b>Total Rehearsal Room A (133)</b>					<b>\$</b>

<b>CLASSROOMS</b>					
Device	MFR	Model	QTY	Unit Price	Extended Price
<b>Multipurpose Room (108)</b>					
<i>Lectern Equipment</i>					
Document Camera	SMT	SDC-330	1		
Computer	OFE	Owner Furnished	1		
Computer Lock	OFE	Kensington Lock Per WCSU	1		
Screen Annotator	SMT	SP524	1		
<i>Rack Equipment</i>					
Hub - Systems Control Rack	CUS	per drawing AV4.52	1		
Control System	CST	per quote # 1027467	1		
Patch Panel	CUS	By Contractor	1		
Audio DSP	SMX	Solus 8	1		
Mixing Console	MCK	Onyx 1620i	1		
Sliding Shelf for Console	MAP	SS	1		
Surround Processor	DEN	DN-500AV	1		
Blu-Ray Player	OPO	BDP-103	1		
TV Tuner	CTM	232-ATSC+1 HDTV Tuner	1		
Wireless Media Receiver	APL	MD199LL/A	1		
Aux Systems Control Panel	CUS	per drawing AV4.51	1		
Power Amplifier	LAB	C 28:4	2		
Control Switch	ATS	AT-GS900/8	1		
Drawer with Lock 3U	MAP	D3-LK	1		
<i>Room Equipment</i>					
Termination - Loudspeaker	CUS	per drawing ML	6		
Termination - Projector	CUS	per drawing MP	1		
Termination - Screen	CUS	per drawing MS	1		
Loudspeaker	FUL	DX896	5		
Loudspeaker Mounting	CUS	By Contractor	5		
Subwoofer	FUL	US212	1		
Subwoofer Mounting	CUS	By Contractor	1		
Projector	PAN	PT-DZ570	1		
Projection Screen	DRA	116370	1		
Projector Mount	CUS	By Contractor	1		
<b>Total Multipurpose Room (108)</b>					<b>\$</b>
<b>Rehearsal B (334)</b>					
<i>Lectern Equipment</i>					
<i>Rack Equipment</i>					
Hub - Systems Control Rack	CUS	per drawing AV4.52	1		
Audio DSP	SMX	Solus 4	1		
Mixing Console	MCK	Onyx 820i	1		
Sliding Shelf	MAP	SS	2		
Blu-Ray Player	OPO	BDP-103	1		
CD Player	TAS	CD-500	1		
Dircet Box	WWD	PCDI	1		
Power Amplifier	LAB	C 16:4	1		
Drawer with Lock 3U	MAP	D3-LK	1		
<i>Room Equipment</i>					
Termination - Loudspeaker	CUS	per drawing LL	4		
Loudspeaker	FUL	DX896	4		
Loudspeaker Mounting	CUS	By Contractor	4		
<b>Total Rehearsal B (334)</b>					<b>\$</b>

<b>Rehearsal C (334)</b>				
<i>Rack Equipment</i>				
Hub - Systems Control Rack	CUS	per drawing AV4.52	1	
Audio DSP	SMX	Solus 4	1	
Mixing Console	MCK	Onyx 820i	1	
Sliding Shelf	MAP	SS	2	
CD Player	TAS	CD-500	1	
Dircet Box	WWD	PCDI	1	
Power Amplifier	LAB	E 12:2	1	
Drawer with Lock 3U	MAP	D3-LK	1	
<i>Room Equipment</i>				
Termination - Loudspeaker	CUS	per drawing LL	2	
Loudspeaker	FUL	DX896	2	
Loudspeaker Mounting	CUS	By Contractor	2	
<b>Total Rehearsal C (334)</b>				<b>\$</b>
<b>Design Studio (335)</b>				
<i>Lectern Equipment</i>				
Document Camera	SMT	SDC-330	1	
Computer	OFE	Owner Furnished	1	
Computer Lock	OFE	Kensington Lock Per WCSU	1	
Screen Annotator	SMT	SP524	1	
<i>Rack Equipment</i>				
Hub - Systems Control Rack	CUS	per drawing AV4.52	1	
Control System	CST	per quote # 1027467	1	
Mixing Console	MCK	Onyx 820i	1	
Sliding Shelf for Console	MAP	SS	1	
Blu-Ray Player	OPO	BDP-103	1	
TV Tuner	CTM	232-ATSC+1 HDTV Tuner	1	
Wireless Media Receiver	APL	MD199LL/A	1	
Aux Systems Control Panel	CUS	per drawing AV4.51	1	
Power Amplifier	LAB	E 4:2	1	
Control Switch	ATS	AT-GS900/8	1	
Drawer with Lock 3U	MAP	D3-LK	1	
<i>Room Equipment</i>				
Termination - Loudspeaker	CUS	per drawing LL	2	
Termination - Projector	CUS	per drawing LP	1	
Termination - Screen	CUS	per drawing LS	1	
Loudspeaker	TAN	DI8	2	
Loudspeaker Mounting	CUS	By Contractor	2	
Projector	PAN	PT-DZ570	1	
Projection Screen	DRA	132174	1	
Projector Mounting	CHF	CMA450	1	
<b>Total Design Studio (335)</b>				<b>\$</b>

<b>Computer Lab (039) and Costume Shop (040) - Quantities are Per Room</b>				
<u>Lectern Equipment</u>				
Document Camera	SMT	SDC-330	1	
Computer	OFE	Owner Furnished	1	
Computer Lock	OFE	Kensington Lock Per WCSU	1	
<u>Rack Equipment</u>				
Hub - Systems Control Rack	CUS	per drawing AV4.52	1	
Control System	CST	per quote # 1027467	1	
Blu-Ray Player	OPO	BDP-103	1	
TV Tuner	CTM	232-ATSC+1 HDTV Tuner	1	
Wireless Media Receiver	APL	MD199LL/A	1	
Aux Systems Control Panel	CUS	per drawing AV4.51	1	
Control Switch	ATS	AT-GS900/8	1	
Drawer with Lock 3U	MAP	D3-LK	1	
<u>Room Equipment</u>				
Termination - Loudspeaker	CUS	per drawing LL	2	
Termination - Smartboard	CUS	per drawing LPB	1	
Loudspeaker	SMT	SBA-L	2	
Loudspeaker Mounting	CUS	By Contractor	2	
Smartboard	SMT	885-ix2	1	
Short Throw Projector	SMT	UX80	1	
<b>Total per Room</b>				<b>\$</b>
<b>Total Computer Lab (039) and Costume Shop (040)</b>				<b>\$</b>
<b>Instrument Rehearsal (113)</b>				
<u>Lectern Equipment</u>				
Document Camera	SMT	SDC-330	1	
Computer	OFE	Owner Furnished	1	
Computer Lock	OFE	Kensington Lock Per WCSU	1	
Screen Annotator	SMT	SP524	1	
<u>Rack Equipment</u>				
Hub - Systems Control Rack	CUS	per drawing AV4.52	1	
Control System	CST	per quote # 1027467	1	
Patch Panel	CUS	By Contractor	1	
Audio DSP	SMX	Solus 4	1	
Mixing Console	MCK	Onyx 1620i	1	
Sliding Shelf for Console	MAP	SS	1	
Blu-Ray Player	OPO	BDP-103	1	
TV Tuner	CTM	232-ATSC+1 HDTV Tuner	1	
Wireless Media Receiver	APL	MD199LL/A	1	
Aux Systems Control Panel	CUS	per drawing AV4.51	1	
Power Amplifier	LAB	E 4:2	1	
Control Switch	ATS	AT-GS900/8	1	
Drawer with Lock 3U	MAP	D3-LK	1	
<u>Room Equipment</u>				
Termination - Loudspeaker	CUS	per drawing ML	2	
Termination - Projector	CUS	per drawing MP	1	
Termination - Screen	CUS	per drawing MS	1	
Loudspeaker	TAN	DI8	2	
Loudspeaker Mounting	CUS	By Contractor	2	
Projector	PAN	PT-DZ570	1	
Projection Screen	DRA	132174	1	
Projector Mount	CUS	By Contractor	1	
<b>Total Instrument Rehearsal (113)</b>				<b>\$</b>

<b>Music Classrooms (320, 328, 329) - Quantities are Per Room</b>				
<i>Lectern Equipment</i>				
Document Camera	SMT	SDC-330	1	
Computer	OFE	Owner Furnished	1	
Computer Lock	OFE	Kensington Lock Per WCSU	1	
<i>Rack Equipment</i>				
Hub - Systems Control Rack	CUS	per drawing AV4.52	1	
Control System	CST	per quote # 1027467	1	
Mixing Console	MCK	Onyx 820i	1	
Sliding Shelf for Console	MAP	SS	1	
Blu-Ray Player	OPO	BDP-103	1	
TV Tuner	CTM	232-ATSC+1 HDTV Tuner	1	
Wireless Media Receiver	APL	MD199LL/A	1	
Aux Systems Control Panel	CUS	per drawing AV4.51	1	
Power Amplifier	LAB	E 4:2	1	
Control Switch	ATS	AT-GS900/8	1	
Drawer with Lock 3U	MAP	D3-LK	1	
<i>Room Equipment</i>				
Termination - Loudspeaker	CUS	per drawing NL	2	
Termination - Smartboard	CUS	per drawing NPB	1	
Loudspeaker	TAN	DI8	2	
Loudspeaker Mounting	CUS	By Contractor	2	
Smartboard	SMT	885-ix2	1	
Short Throw Projector	SMT	UX80	1	
<b>Total per Room</b>				\$
<b>Total Music Classrooms (320, 328, 329)</b>				\$
<b>Art Gallery (240)</b>				
<i>Rack Equipment</i>				
Hub - Systems Control Rack	CUS	per drawing AV4.52	1	
Control System	CST	per quote # 1027467	1	
Patchpanel	CUS	By Contractor	1	
Blu-Ray Player	OPO	BDP-103	1	
Power Amplifier	LAB	Lucia 120/2M	1	
Wireless Media Receiver	APL	MD199LL/A	1	
Drawer with Lock 3U	MAP	D3-LK	1	
<i>Room Equipment</i>				
Termination - Loudspeaker	CUS	per drawing OC	6	
Termination - Projector	CUS	per drawing OP	1	
Termination - Laptop Input	CUS	per drawing OI	1	
Termination - Button Controller	CUS	per drawing OW	1	
Loudspeaker	TAN	CMS601DC	6	
Loudspeaker Mounting	CUS	By Contractor	6	
Projector	PAN	PT-DZ570	1	
Projector Mount	DIS	MRCM	1	
<b>Total Art Gallery (240)</b>				\$

<b>Art Classroom (144)</b>				
<i>Lectern Equipment</i>				
Document Camera	SMT	SDC-330	1	
Computer - OSX	OFE	Owner Furnished	1	
Computer - Windows	OFE	Owner Furnished	1	
KVM Switch	GEF	2x1 DPKVM Switch	1	
Computer Lock	OFE	Kensington Lock Per WCSU	2	
Screen Annotator	SMT	SP524	1	
<i>Rack Equipment</i>				
Hub - Systems Control Rack	CUS	per drawing AV4.52	1	
Control System	CST	per quote # 1027467	1	
Blu-Ray Player	OPO	BDP-103	1	
TV Tuner	CTM	232-ATSC+1 HDTV Tuner	1	
Wireless Media Receiver	APL	MD199LL/A	1	
Aux Systems Control Panel	CUS	per drawing AV4.51	1	
Power Amplifier	LAB	E 4:2	1	
Control Switch	ATS	AT-GS900/8	1	
Drawer with Lock 3U	MAP	D3-LK	1	
<i>Room Equipment</i>				
Termination - Loudspeaker	CUS	per drawing OL	2	
Termination - Projector	CUS	per drawing OP	1	
Termination - Screen	CUS	per drawing OS	1	
Loudspeaker	TAN	DI5	2	
Loudspeaker Mounting	CUS	By Contractor	2	
Projector	PAN	PT-DZ570	1	
Projection Screen	DRA	132174	1	
Projector Mount	CHF	CMA450	1	
<b>Total Art Classroom (240)</b>				<b>\$</b>
<b>Art Rooms (145,146,147,151,343) - Quantities are Per Room</b>				
<i>Room Equipment</i>				
Termination - Loudspeaker	CUS	per drawing PL	2	
Termination - Projector	CUS	per drawing PP	1	
Termination - Laptop Input	CUS	per drawing PI	1	
Termination - Button Controller	CUS	per drawing PW	1	
Control System	CST	per quote # 1027467	1	
Power Amplifier	EXT	XPA1002	1	
Loudspeaker	TAN	DI5	2	
Loudspeaker Mounting	CUS	By Contractor	2	
Projector	PAN	PT-DZ570	1	
Projection Screen	DRA	132174	1	
Projector Mount	CHF	CMA450	1	
<b>Total per Room</b>				<b>\$</b>
<b>Total Art Rooms (145, 146, 147, 151, 343)</b>				<b>\$</b>

Art Rooms (241,244) - Quantities are Per Room				
<i>Room Equipment</i>				
Termination - Loudspeaker	CUS	per drawing PL	2	
Termination - Projector	CUS	per drawing PP	1	
Termination - Laptop Input	CUS	per drawing PI	1	
Termination - Button Controller	CUS	per drawing PW	1	
Control System	CST	per quote # 1027467	1	
Power Amplifier	EXT	XPA1002	1	
Loudspeaker	TAN	DI5	2	
Loudspeaker Mounting	CUS	By Contractor	2	
Projector	PAN	PT-DZ570	1	
Projection Screen	DRA	132174	1	
Projector Mount	CHF	RM2	1	
<b>Total per Room</b>				\$
<b>Total Art Rooms (241, 244)</b>				\$
Sculpture Studio (248)				
<i>Room Equipment</i>				
Termination - Projector	CUS	per drawing PPB	1	
Termination - Laptop Input	CUS	per drawing PIB	1	
Termination - Button Controller	CUS	per drawing PW	1	
Control System	CST	per quote # 1027467	1	
Loudspeaker	SMT	SBA-L	2	
Loudspeaker Mounting	CUS	By Contractor	2	
Smartboard	SMT	885-ix2	1	
Short Throw Projector	SMT	UX80	1	
<b>Total Sculpture Studio (248)</b>				\$

EQUIPMENT MANUFACTURERS		
Code	Company	Website
AAI	Audio Accessories	www.patchbays.com
APL	Apple, Inc.	www.apple.com
ATN	Audio Technica	www.audio-technica.com
ATS	Allied Telesis	www.alliedtelesis.com
ATT	Atterotech	www.atterotech.com
CIS	Cisco	www.cisco.com
CHF	Chief	www.chiefmfg.com
CLC	Clear Com	www.clearcom.com
CST	Crestron	www.crestron.com
CTM	Contemporary Research	www.contemporaryresearch.com
CUS	Custom By Contractor	
DEN	Denon	www.denon.com
DIS	Display Devices	www.displaydevices.com
DRA	Draper, Inc.	www.draperinc.com
EAW	Eastern Acoustics Works	www.eaw.com
EXT	Extron	www.extron.com
FUL	Fulcrum Acoustic	www.fulcrum-acoustic.com
GEF	Gefen, LLC	www.gefen.com
LAB	Lab.gruppen	www.labgruppen.com
LIT	Littlite	www.littlite.com
LSN	Listen Technologies	www.listentech.com
MAP	Middle Atlantic Products	www.middleatlantic.com
MCK	Mackie	www.mackie.com
MIT	Mitsubishi	www.mitsubishi-presentations.com
OFE	Owner Furnished Equipment	
OPO	Oppo Digital	www.oppodigital.com
ROL	Roland	www.roland.com
SHU	Shure	www.shure.com
SMT	Sm'art Technologies	www.smarttech.com
SMX	Symetrix	www.symetrix.com
SON	Sony	www.sony.com
TAN	Tannoy	www.tannoy.com
TAS	Tascam	www.tascam.com
WWD	Whirlwind	www.whirlwind.com
YAM	Yamaha	www.yamahaproaudio.com

END OF SECTION 274100

**ATTACHMENT 1 - MAJOR EQUIPMENT LIST**

**Proscenium Theatre Loose Equipment**

Device	MFR	Model	QTY	Unit Price	Extended Price
<b>Microphones, Stands, and Cables</b>					
Microphone	CRN	PCC-160	4		
Microphone	EVI	RE 20	2		
Microphone (Stereo Pair)	NEU	SKM184 mt	1		
Microphone	SHU	SM57-LC	8		
Microphone	SHU	SM58-LC	6		
Microphone	SHU	SM81-LC	2		
Microphone	SHU	KSM32	4		
Microphone	SEN	MKH60-P48	2		
Microphone	SEN	E604	4		
Direct Box	RAD	J48	6		
Direct Box Cable	WWD	L06	6		
Microphone Stand	ATL	DMS-10E	16		
Microphone Stand Boom	ATL	TEB-E	24		
Microphone Cables on Reel	WWD	JHA-LCR-20F-50	1		
Microphone Cables on Reel	WWD	JHA-LCR-50F-20	1		
Microphone Sub Snake	WWD	MS-12-0-NR-050-SS	1		
Microphone Case	SKB	3I-2015-MC24	1		
<b>Wireless Microphones</b>					
ULX-D 4 Channel Receiver	SHU	ULXD4Q	8		
Bodypack Transmitter	SHU	ULXD1	32		
Microphone Headworn (confirm colors with WCSU)	CTM	H6OW7xSL	32		
Sweat Ring	CTM	H6 Sweat Ring	64		
Handheld Transmitter	SHU	ULXD2/B58	8		
UHF Antenna & Distro System	SHU	UA845-SWB	2		
Directional Antenna	SHU	UA874	2		
Antenna Cable - 50 Ohm - 20'	SHU	UA825	1		
Antenna Cable - 50 Ohm - 50'	SHU	UA850	1		
Portable Rack - Wireless Mics	GAT	G-TOUR 16U CAST	1		
Rack Mount Lamp double	LIT	RL-10-D	1		
20' Wireless Mic Rack Multicable	CUS	by Contractor	1		
Drawer with Lock 4 RU	MAP	D4-LK	1		
Control Switch	ATS	GS-900/16	1		
<b>Intercom</b>					
Handset	CLC	HS-6	2		
Remote Belt Pack	CLC	RS-701	12		
Headset-Single Muff	BEY	DT-108.28 400 B	12		
Intercom Loudspeaker	CLC	KB-702	2		
Intercom Loudspeaker Enclosure	CLC	V-BOX	2		
Call Signal Flasher	CLC	FL-7	2		

Effects/Monitors					
Loudspeaker Portable	RKH	SGX41	4		
Loudspeaker Portable	EAW	VFR89i	4		
Loudspeaker Portable	EAW	VFR128i	2		
Loudspeaker Rigging - Yoke and C-Clamp	CUS	by Contractor	6		
Loudspeaker Cable	WWD	JHA-NL4-25F	8		
Loudspeaker Cable	WWD	JHA-NL4-50F	8		
Loudspeaker Cable Adapter	WWD	NL4MM	8		
Production Video					
Portable Color Camera	SON	SS-CDC-374	1		
Portable B&W Camera	SON	SS-CM-383	1		
Portable High-Res Color Camera	IKG	ICD-49	1		
Camera Lens	FUJ	T360	2		
Video Monitor - Small	SHA	LC-22SB28UT	2		
Video Monitor - Large	NEC	P401	2		
Video Monitor Mount	CHF	TPM	2		
<b>Total Proscenium Theatre Loose Equipment</b>					<b>\$</b>

**Concert Hall Loose Equipment**

Device	MFR	Model	QTY	Unit Price	Extended Price
<b>Microphones, Stands, and Cables</b>					
Microphone (Stereo Pair)	AKG	C414 XLII ST	1		
Microphone	BEY	M88-TG	2		
Microphone	BEY	M160	4		
Microphone	EVI	RE 20	2		
Microphone	EWK	PM40	1		
Microphone Electronics Mounting Pouch	EWK	PMVM1	1		
Microphone	NEU	KMS105	4		
Microphone (Stereo Pair)	NEU	SKM184 mt	2		
Microphone (Stereo Pair)	NEU	TLM 103 mt anniversary ST	2		
Microphone	SHU	SM57-LC	8		
Microphone	SHU	SM58-LC	8		
Microphone	SHU	SM81-LC	4		
Microphone	SHU	KSM32	4		
Microphone	SEN	E604	4		
Microphone	SEN	MD421	4		
Direct Box	RAD	J48	8		
Direct Box Cable	WWD	L06	8		
Microphone Stand (Tall)	AEA	AEA-13HDV	4		
Boom Kit	AEA	13' Boom Kit	4		
Microphone Stand	ATL	DMS-10E	10		
Microphone Stand Boom	ATL	TEB-E	40		
Microphone Cables on Reel	WWD	JHA-LCR-20F-50	2		
Microphone Cables on Reel	WWD	JHA-LCR-50F-20	1		
Microphone Sub Snake	WWD	MS-12-0-NR-050-SS	1		
Microphone Case	SKB	3I-2015-MC24	2		
<b>Intercom</b>					
Handset	CLC	HS-6	2		
Remote Belt Pack	CLC	RS-701	6		
Headset-Single Muff	BEY	DT-108.28 400 B	6		
Call Signal Flasher	CLC	FL-7	2		
<b>Effects/Monitors</b>					
Loudspeaker Portable	EAW	VFM129	4		
Loudspeaker Portable	EAW	VFM109	6		
Loudspeaker Cable	WWD	JHA-NL4-25F	8		
Loudspeaker Cable	WWD	JHA-NL4-50F	8		
Loudspeaker Cable Adapter	WWD	NL4MM	8		
<b>Total Concert Hall Loose Equipment</b>					<b>\$</b>

**Recording Studio Loose Equipment**

Device	MFR	Model	QTY	Unit Price	Extended Price
<b>Microphones, Stands, and Cables</b>					
Microphone (Stereo Pair)	AKG	C414 XLII ST	1		
Microphone (Stereo Pair)	AKG	C451B/ST	1		
Microphone	AKG	D112	2		
Microphone	BEY	M160	4		
Microphone	DPA	4007	4		
Microphone	EVI	RE 20	4		
Microphone	EWK	PM40	1		
Microphone Electronics Mounting Pouch	EWK	PMVM1	1		
Microphone (Stereo Pair)	NEU	SKM184 mt	1		
Microphone (Stereo Pair)	NEU	TLM 103 mt anniversary ST	1		
Microphone	NEU	USM 69i	1		
Microphone (Stereo Pair)	NEU	M150 Tube Stereo	3		
Microphone (Stereo Pair)	NEU	U87 ai mt stereo	1		
Microphone (Matched)	ROY	R122	2		
Microphone	SHU	SM57-LC	8		
Microphone	SHU	KSM32	4		
Microphone	SEN	MD421	4		
Microphone	SEN	MD441	4		
Direct Box	RAD	J48	8		
Direct Box Cable	WWD	L06	8		
Microphone Stand	ATL	DMS-10E	12		
Microphone Stand Boom	ATL	TEB-E	36		
Microphone Cables on Reel	WWD	JHA-LCR-20F-50	1		
Microphone Cables on Reel	WWD	JHA-LCR-50F-20	1		
Microphone Case	SKB	3I-2015-MC24	2		
<b>Gobos</b>					
Absorption Unit - Tall	SIL	FP30	6		
Absorption Unit - Short	SIL	FP15	3		
Window Unit - Tall	SIL	PP30	3		
<b>Total Recording Studio Loose Equipment</b>					<b>\$</b>

**Program Video Loose Equipment**

Location	MFR	Model	QTY	Unit Price	Extended Price
<b>Backstage Video Monitors</b>					
Star Dressing 013	SHA	LC-22SB28UT	1		
Star Dressing 014	SHA	LC-22SB28UT	1		
Chorus Dressing 1 016	SHA	LC-22SB28UT	1		
Chorus Dressing 2 022	SHA	LC-22SB28UT	1		
Chorus Dressing 3 026	SHA	LC-22SB28UT	1		
Star Dressing 031	SHA	LC-22SB28UT	1		
Star Dressing 041	SHA	LC-22SB28UT	1		
Stage Manager Office - Combind w/ Tech office	SHA	LC-22SB28UT	1		
Box Office 120	SHA	LC-22SB28UT	1		
Tech Office 134	SHA	LC-22SB28UT	1		
Green Room 138	SHA	LC-22SB28UT	1		
Tech Office 137A	SHA	LC-22SB28UT	1		
Concert Hall Backstage Perimeter	SHA	LC-22SB28UT	4		
Spare	SHA	LC-22SB28UT	1		
Screen Mounts	CHF	FTRV	16		
<b>Lobby Video Monitors</b>					
Lobby 124	NEC	V461	3		
Lobby Ramp 226	NEC	V461	2		
Screen Mounts	CHF	PDRUS	5		
<b>Total Program Video Loose Equipment</b>					<b>\$</b>

**Supplemental Bid Package A - Bid as separate item**

Device	MFR	Model	QTY	Unit Price	Extended Price
<b>SDI Recording</b>					
LCD Monitor with H.264 Recorder	IKN	MR7	3		
Screen Protector	IKN	SP-MR7	3		
Audio Embedder	BMD	Audio to SDI	3		
Stereo Preamp	ROL	MP222	3		
Removable Storage - SDHC Card - 32GB	CP	Contractor Propose	3		
Equipment Case	PEL	1500 Case	3		
Coax Cable - 2'	CP	Contractor Propose	3		
Coax Cable - 10'	CP	Contractor Propose	3		
XLR Cable - 2'	CP	Contractor Propose	6		
XLR Cable - 10'	CP	Contractor Propose	6		
<b>Total Supplemental Bid Package A</b>					<b>\$</b>

**Supplemental Bid Package B - Bid as separate item**

Device	MFR	Model	QTY	Unit Price	Extended Price
<b>Broadcast Package</b>					
Broadcast Platform (Educational Version)	NWT	Tricaster 460 w/ Control Surface	1		
24" LED Monitor	HP	ZR2440W	3		
Broadcast Camera	JVC	GY-HM890U	3		
Camera Lens	FUJ	20x Zoom	3		
Camera Tripod Plate	JVC	KA551U	3		
Camera Focus Control	JVC	HZFM13U	3		
Camera Zoom Control	JVC	HZZ513U	3		
Camera Case	JVC	CTC700B/S	3		
Camera Battery	ATB	Digital Hytron 50	3		
Battery Charger	ATB	Tandem-70	3		
Wireless Intercom System - 4 User Package	ANC	COM-40FC	1		
Tripod Head	MAN	509HD	3		
Tripod Legs	MAN	545B	3		
3G-SDI Coax Cable - 100'	CP	Contractor Propose	3		
3G-SDI Coax Cable - 50'	CP	Contractor Propose	3		
3G-SDI Coax Cable - 5'	CP	Contractor Propose	3		
Cable Storage	HAN	AVC 16-10-11-DE	1		
<b>Total Supplemental Bid Package B</b>					<b>\$</b>

**EQUIPMENT MANUFACTURERS**

<u>Code</u>	<u>Company</u>	<u>Website</u>
AEA	Audio Engineering Associates	www.wesdooley.com
AKG	AKG	www.us.akg.com
ANC	Anchor Audio	www.anchoraudio.com
ATB	Anton Bauer	www.antonbauer.com
ATL	Atlas Sound	www.atlassound.com
ATN	Audio Technica	www.audio-technica.com
ATS	Allied Telesis	www.alliedtelesis.com
BEY	Beyerdynamic	www.north-america.beyerdynamic.com
BMD	Blackmagic Design	www.blackmagicdesign.com
CHF	Chief	www.chiefmfg.com
CP	Contractor Propose	
CLC	Clear Com	www.clearcom.com
CRN	Crown Audio	www.crownaudio.com/usa
CTM	Countryman Associates	www.countryman.com
DPA	DPA Microphones	www.dpamicrophones.com
EAW	Eastern Acoustics Works	www.eaw.com
EVI	Electro-Voice	www.electrovoice.com
EWK	Earthworks	www.earthworksaudio.com
FUJ	Fujinon	www.fujifilm.com
GAT	Gator Cases	www.gatorcases.com
HAN	Hannay Reels	www.hannay.com
HP	Hewlett-Packard	www.hp.com
IKG	Ikegami	www.ikegami.com
IKN	Ikan Corp.	www.ikancorp.com
JVC	JVC	www.jvc.com
LIT	Littlite	www.littlite.com
MAN	Manfrotto	www.manfrotto.us
MAP	Middle Atlantic Products	www.middleatlantic.com
MAR	Marshall Electronics	www.marshall-usa.com
NEC	NEC	www.necdisplay.com
NEU	Neumann	www.neumannusa.com
NWT	NewTek	www.newtek.com
PEL	Pelican Products	www.pelican.com
RAD	Radial Engineering	www.radialeng.com
RKH	Renkus-Heinz	www.renkus-heinz.com
ROL	Rolls Corporation	www.rolls.com
ROY	Royer Labs	www.royerlabs.com
SEN	Sennheiser	www.sennheiser.com
SHU	Shure	www.shure.com
SIL	Silent Source	www.silentsource.com
SKB	SKB Cases	www.skbcases.com
SON	Sony	www.sony.com
WWD	Whirlwind	www.whirlwind.com

END OF SECTION 274100

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

CONTRACTING AGENCY CERTIFICATION FORM

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

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

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

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

CONTRACTOR INFORMATION

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

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

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

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

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

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

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

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

CONNECTICUT DEPARTMENT OF LABOR  
WAGE AND WORKPLACE STANDARDS DIVISION

CONTRACTORS WAGE CERTIFICATION FORM

I, \_\_\_\_\_ of \_\_\_\_\_  
Officer, Owner, Authorized Rep. Company Name

do hereby certify that the \_\_\_\_\_  
Company Name  
\_\_\_\_\_  
Street  
\_\_\_\_\_  
City

and all of its subcontractors will pay all workers on the

\_\_\_\_\_  
Project Name and Number  
\_\_\_\_\_  
Street and City

the wages as listed in the schedule of prevailing rates required for such project (a copy of which is attached hereto).

\_\_\_\_\_  
Signed

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_.

\_\_\_\_\_  
Notary Public

Return to:

Connecticut Department of Labor  
Wage & Workplace Standards Division  
200 Folly Brook Blvd.  
Wethersfield, CT 06109

Rate Schedule Issued (Date): \_\_\_\_\_

**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.

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**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)

<p><u>White</u> (not of Hispanic Origin)- All persons having origins in any of the original peoples of Europe, North Africa, or the Middle East.</p> <p><u>Black</u>(not of Hispanic Origin)- All persons having origins in any of the Black racial groups of Africa.</p> <p><u>Hispanic</u>- All persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race.</p>	<p><u>Asian or Pacific Islander</u>- 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.</p> <p><u>American Indian or Alaskan Native</u>- All persons having origins in any of the original peoples of North America, and who maintain cultural identification through tribal affiliation or community recognition.</p>
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**BIDDER CONTRACT COMPLIANCE MONITORING REPORT**

**PART I - Bidder Information**

<p>Company Name Street Address City &amp; State Chief Executive</p>	<p>Bidder Federal Employer Identification Number _____ Or Social Security Number _____</p>
<p>Major Business Activity (brief description)</p>	<p>Bidder Identification (response optional/definitions on page 1)</p> <p>-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__</p>
<p>Bidder Parent Company (If any)</p>	<p>- Bidder is certified as above by State of CT Yes__ No__</p>
<p>Other Locations in Ct. (If any)</p>	

**PART II - Bidder Nondiscrimination Policies and Procedures**

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

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)
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**STATE OF CONNECTICUT**  
**NONDISCRIMINATION CERTIFICATION – New Resolution**  
**By Entity**  
**For Contracts Valued at \$50,000 or More**

*Documentation in the form of a corporate, company, or partnership policy adopted by resolution of the board of directors, shareholders, managers, members or other governing body of a contractor that certifies the contractor complies with the nondiscrimination agreements and warranties under Connecticut General Statutes §§ 4a-60(a)(1) and 4a-60a(a)(1), as amended*

**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 \$50,000 or more for any year of the contract. Complete all sections of the form. Submit to the awarding State agency prior to contract execution.

**CERTIFICATION OF RESOLUTION:**

I, \_\_\_\_\_, \_\_\_\_\_, of \_\_\_\_\_,  
Authorized Signatory Title Name of Entity

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

certify that the following is a true and correct copy of a resolution adopted on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ by the governing body of \_\_\_\_\_,  
Name of Entity

in accordance with all of its documents of governance and management and the laws of \_\_\_\_\_, and further certify that such resolution has not been modified  
Name of State or Commonwealth

or revoked, and is in full force and effect.

RESOLVED: That the policies of \_\_\_\_\_ comply with the  
Name of Entity  
nondiscrimination agreements and warranties of Connecticut General Statutes  
§§ 4a-60(a)(1) and 4a-60a(a)(1), as amended.

The undersigned has executed this certificate this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Authorized Signatory

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name



**STATE OF CONNECTICUT**  
**NONDISCRIMINATION CERTIFICATION – Prior Resolution**  
**By Entity**  
**For Contracts Valued at \$50,000 or More**

*Documentation in the form of a corporate, company, or partnership policy adopted by a prior resolution of the board of directors, shareholders, managers, members or other governing body of a contractor that certifies the contractor complies with the nondiscrimination agreements and warranties under Connecticut General Statutes §§ 4a-60(a)(1) and 4a-60a(a)(1), as amended*

**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 \$50,000 or more for any year of the contract. Complete all sections of the form. Attach copy of previously adopted resolution (*State of CT, Nondiscrimination Certification, Form D: New Resolution*). Submit all documentation to the awarding State agency prior to contract execution.

**CERTIFICATION OF PRIOR RESOLUTION:**

I, the undersigned, am a duly authorized corporate officer or member of \_\_\_\_\_.  
Name of Entity

I have reviewed the attached prior resolution. I certify that:

- (1) the attached prior resolution complies with the nondiscrimination agreements and warranties of Connecticut General Statutes §§ 4a-60(a)(1) and 4a-60a(a)(1), as amended; and
- (2) the prior resolution remains in full force and effect on the date this documentation is submitted to the awarding State agency.

\_\_\_\_\_  
Authorized Signatory

\_\_\_\_\_  
Title

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date

**RESERVED FOR STATE USE**

I, the undersigned head of the awarding State agency, or designee, certify that the attached prior resolution complies with the nondiscrimination agreements and warranties of Connecticut General Statutes §§ 4a-60(a)(1) and 4a-60a(a)(1), as amended.

\_\_\_\_\_  
Signature of Agency Head (or designee)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Awarding State Agency





## STATE OF CONNECTICUT GIFT AND CAMPAIGN CONTRIBUTION CERTIFICATION

*Written or electronic certification to accompany a State contract with a value of \$50,000 or more in a calendar or fiscal year, pursuant to C.G.S. §§ 4-250 and 4-252(c); Governor M. Jodi Rell's Executive Orders No. 1, Para. 8, and No. 7C, Para. 10; and C.G.S. §9-612(g)(2)*

### INSTRUCTIONS:

Complete all sections of the form. Attach additional pages, if necessary, to provide full disclosure about any lawful campaign contributions made to campaigns of candidates for statewide public office or the General Assembly, as described herein. Sign and date the form, under oath, in the presence of a Commissioner of the Superior Court or Notary Public. Submit the completed form to the awarding State agency at the time of initial contract execution and if there is a change in the information contained in the most recently filed certification, such person shall submit an updated certification either (i) not later than thirty (30) days after the effective date of such change or (ii) upon the submittal of any new bid or proposal for a contract, whichever is earlier. Such person shall also submit an accurate, updated certification not later than fourteen days after the twelve-month anniversary of the most recently filed certification or updated certification.

- CHECK ONE:**     Initial Certification     12 Month Anniversary Update (Multi-year contracts only.)
- Updated Certification because of change of information contained in the most recently filed certification or twelve-month anniversary update.

### GIFT CERTIFICATION:

As used in this certification, the following terms have the meaning set forth below:

- 1) "Contract" means that contract between the State of Connecticut (and/or one or more of its agencies or instrumentalities) and the Contractor, attached hereto, or as otherwise described by the awarding State agency below;
- 2) If this is an Initial Certification, "Execution Date" means the date the Contract is fully executed by, and becomes effective between, the parties; if this is a twelve-month anniversary update, "Execution Date" means the date this certification is signed by the Contractor;
- 3) "Contractor" means the person, firm or corporation named as the contractor below;
- 4) "Applicable Public Official or State Employee" means any public official or state employee described in C.G.S. §4-252(c)(1)(i) or (ii);
- 5) "Gift" has the same meaning given that term in C.G.S. § 4-250(1);
- 6) "Principals or Key Personnel" means and refers to those principals and key personnel of the Contractor, and its or their agents, as described in C.G.S. §§ 4-250(5) and 4-252(c)(1)(B) and (C).

I, the undersigned, am the official authorized to execute the Contract on behalf of the Contractor. I hereby certify that, no gifts were made by (A) such person, firm, corporation, (B) any principals and key personnel of the person firm or corporation who participate substantially in preparing bids, proposals or negotiating state contracts or (C) any agent of such, firm, corporation, or principals or key personnel who participates substantially in preparing bids, proposals or negotiating state contracts, to (i) any public official or state employee of the state agency or quasi-public agency soliciting bids or proposals for state contracts who participates substantially in the preparation of bid solicitations or request for proposals for state contracts or the negotiation or award of state contracts or (ii) any public official or state employee of any other state agency, who has supervisory or appointing authority over such state agency or quasi-public agency.

I further certify that no Principals or Key Personnel know of any action by the Contractor to circumvent (or which would result in the circumvention of) the above certification regarding **Gifts** by providing for any other principals, key personnel, officials, or employees of the Contractor, or its or their agents, to make a **Gift** to any Applicable Public Official or State Employee. I further certify that the Contractor made the bid or proposal for the Contract without fraud or collusion with any person.

**CAMPAIGN CONTRIBUTION CERTIFICATION:**

I further certify that, on or after December 31, 2006, neither the Contractor nor any of its principals, as defined in C.G.S. § 9-612(g)(1), has made any **campaign contributions** to, or solicited any contributions on behalf of, any exploratory committee, candidate committee, political committee, or party committee established by, or supporting or authorized to support, any candidate for statewide public office, in violation of C.G.S. § 9-612(g)(2)(A). I further certify that **all lawful campaign contributions** that have been made on or after December 31, 2006 by the Contractor or any of its principals, as defined in C.G.S. § 9-612(g)(1), to, or solicited on behalf of, any exploratory committee, candidate committee, political committee, or party committee established by, or supporting or authorized to support any candidates for statewide public office or the General Assembly, are listed below:

**Lawful Campaign Contributions to Candidates for Statewide Public Office:**

<u>Contribution Date</u>	<u>Name of Contributor</u>	<u>Recipient</u>	<u>Value</u>	<u>Description</u>

**Lawful Campaign Contributions to Candidates for the General Assembly:**

<u>Contribution Date</u>	<u>Name of Contributor</u>	<u>Recipient</u>	<u>Value</u>	<u>Description</u>

Sworn as true to the best of my knowledge and belief, subject to the penalties of false statement.

\_\_\_\_\_  
Printed Contractor Name

\_\_\_\_\_  
Printed Name of Authorized Official

\_\_\_\_\_  
Signature of Authorized Official

Subscribed and acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Commissioner of the Superior Court (or Notary Public)



**STATE OF CONNECTICUT**

Written or electronic PDF copy of the written certification to accompany a large state contract pursuant to P.A. No. 13-162 (Prohibiting State Contracts With Entities Making Certain Investments In Iran)

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

**INSTRUCTIONS:**

- CHECK ONE:**     Initial Certification.  
                        Amendment or renewal.

**A. Who must complete and submit this form.** Effective October 1, 2013, this form must be submitted for any large state contract, as defined in section 4-250 of the Connecticut General Statutes. This form must always be submitted with the bid or proposal, or if there was no bid process, with the resulting contract, regardless of where the principal place of business is located.

Pursuant to P.A. No. 13-162, upon submission of a bid or prior to executing a large state contract, **the certification portion of this form must be completed** by any corporation, general partnership, limited partnership, limited liability partnership, joint venture, nonprofit organization or other business organization **whose principal place of business is located outside of the United States**. United States subsidiaries of foreign corporations are exempt. For purposes of this form, a "foreign corporation" is one that is organized and incorporated outside the United States of America.

**Check applicable box:**

- Respondent's principal place of business is within the United States or Respondent is a United States subsidiary of a foreign corporation. Respondents who check this box **are not required to complete the certification portion of this form**, but must submit this form with its Invitation to Bid ("ITB"), Request for Proposal ("RFP") or contract package if there was no bid process.
- Respondent's principal place of business is outside the United States and it is not a United States subsidiary of a foreign corporation. **CERTIFICATION required.** Please complete the certification portion of this form and submit it with the ITB or RFP response or contract package if there was no bid process.

**B. Additional definitions.**

- 1) "Large state contract" has the same meaning as defined in section 4-250 of the Connecticut General Statutes;
- 2) "Respondent" means the person whose name is set forth at the beginning of this form; and
- 3) "State agency" and "quasi-public agency" have the same meanings as provided in section 1-79 of the Connecticut General Statutes.

**C. Certification requirements.**

No state agency or quasi-public agency shall enter into any large state contract, or amend or renew any such contract with any Respondent whose principal place of business is located outside the United States and is not a United States subsidiary of a foreign corporation unless the Respondent has submitted this certification.

Complete all sections of this certification and sign and date it, under oath, in the presence of a Commissioner of the Superior Court, a Notary Public or a person authorized to take an oath in another state.

**CERTIFICATION:**

I, the undersigned, am the official authorized to execute contracts on behalf of the Respondent. I certify that:

- Respondent has made no direct investments of twenty million dollars or more in the energy sector of Iran on or after October 1, 2013, as described in Section 202 of the Comprehensive Iran Sanctions, Accountability and Divestment Act of 2010.
- Respondent has either made direct investments of twenty million dollars or more in the energy sector of Iran on or after October 1, 2013, as described in Section 202 of the Comprehensive Iran Sanctions, Accountability and Divestment Act of 2010, or Respondent made such an investment prior to October 1, 2013 and has now increased or renewed such an investment on or after said date, or both.

Sworn as true to the best of my knowledge and belief, subject to the penalties of false statement.

\_\_\_\_\_  
**Printed Respondent Name**

\_\_\_\_\_  
**Printed Name of Authorized Official**

\_\_\_\_\_  
**Signature of Authorized Official**

Subscribed and acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
**Commissioner of the Superior Court (or Notary Public)**



STATE OF CONNECTICUT
AFFIRMATION OF RECEIPT OF STATE ETHICS LAWS SUMMARY

Written or electronic affirmation to accompany a large State construction or procurement contract, having a cost of more than \$500,000, pursuant to Connecticut General Statutes §§ 1-101mm and 1-101qq

INSTRUCTIONS:

Complete all sections of the form. Submit completed form to the awarding State agency or contractor, as directed below.

CHECK ONE:

- I am a person seeking a large State construction or procurement contract. I am submitting this affirmation to the awarding State agency with my bid or proposal. [Check this box if the contract will be awarded through a competitive process.]
I am a contractor who has been awarded a large State construction or procurement contract. I am submitting this affirmation to the awarding State agency at the time of contract execution. [Check this box if the contract was a sole source award.]
I am a subcontractor or consultant of a contractor who has been awarded a large State construction or procurement contract. I am submitting this affirmation to the contractor.
I am a contractor who has already filed an affirmation, but I am updating such affirmation either (i) no later than thirty (30) days after the effective date of any such change or (ii) upon the submittal of any new bid or proposal, whichever is earlier.

IMPORTANT NOTE:

Within fifteen (15) days after the request of such agency, institution or quasi-public agency for such affirmation contractors shall submit the affirmations of their subcontractors and consultants to the awarding State agency. Failure to submit such affirmations in a timely manner shall be cause for termination of the large State construction or procurement contract.

AFFIRMATION:

I, the undersigned person, contractor, subcontractor, consultant, or the duly authorized representative thereof, affirm (1) receipt of the summary of State ethics laws\* developed by the Office of State Ethics pursuant to Connecticut General Statutes § 1-81b and (2) that key employees of such person, contractor, subcontractor, or consultant have read and understand the summary and agree to comply with its provisions.

\* The summary of State ethics laws is available on the State of Connecticut's Office of State Ethics website.

Signature

Date

Printed Name

Title

Firm or Corporation (if applicable)

Street Address

City

State Zip

Awarding State Agency

**STATE OF CONNECTICUT  
STATE ELECTIONS ENFORCEMENT COMMISSION**

20 Trinity Street Hartford, Connecticut 06106—1628

SEEC FORM 11

**NOTICE TO EXECUTIVE BRANCH STATE CONTRACTORS AND PROSPECTIVE STATE  
CONTRACTORS OF CAMPAIGN CONTRIBUTION AND SOLICITATION BAN**

This notice is provided under the authority of Connecticut General Statutes 9-612(g)(2), as amended by P.A. 07-1, and is for the purpose of informing state contractors and prospective state contractors of the following law (italicized words are defined below):

**Campaign Contribution and Solicitation Ban**

No *state contractor, prospective state contractor, principal of a state contractor or principal of a prospective state contractor*, with regard to a *state contract* or *state contract solicitation* with or from a state agency in the executive branch or a quasi-public agency or a holder, or principal of a holder of a valid prequalification certificate, shall make a contribution to, or *solicit* contributions on behalf of (i) an exploratory committee or candidate committee established by a candidate for nomination or election to the office of Governor, Lieutenant Governor, Attorney General, State Comptroller, Secretary of the State or State Treasurer, (ii) a political committee authorized to make contributions or expenditures to or for the benefit of such candidates, or (iii) a party committee;

In addition, no holder or principal of a holder of a valid prequalification certificate, shall make a contribution to, or solicit contributions on behalf of (i) an exploratory committee or candidate committee established by a candidate for nomination or election to the office of State senator or State representative, (ii) a political committee authorized to make contributions or expenditures to or for the benefit of such candidates, or (iii) a party committee.

**Duty to Inform**

State contractors and prospective state contractors are required to inform their principals of the above prohibitions, as applicable, and the possible penalties and other consequences of any violation thereof.

**Penalties for Violations**

Contributions or solicitations of contributions made in violation of the above prohibitions may result in the following civil and criminal penalties:

**Civil penalties**—\$2000 or twice the amount of the prohibited contribution, whichever is greater, against a principal or a contractor. Any state contractor or prospective state contractor which fails to make reasonable efforts to comply with the provisions requiring notice to its principals of these prohibitions and the possible consequences of their violations may also be subject to civil penalties of \$2000 or twice the amount of the prohibited contributions made by their principals.

**Criminal penalties**— Any knowing and willful violation of the prohibition is a Class D felony, which may subject the violator to imprisonment of not more than 5 years, or \$5000 in fines, or both.

**Contract Consequences**

Contributions made or solicited in violation of the above prohibitions may result, in the case of a state contractor, in the contract being voided.

Contributions made or solicited in violation of the above prohibitions, in the case of a prospective state contractor, shall result in the contract described in the state contract solicitation not being awarded to the prospective state contractor, unless the State Elections Enforcement Commission determines that mitigating circumstances exist concerning such violation.

The State will not award any other state contract to anyone found in violation of the above prohibitions for a period of one year after the election for which such contribution is made or solicited, unless the State Elections Enforcement Commission determines that mitigating circumstances exist concerning such violation.

Additional information and the entire text of P.A 07-1 may be found on the website of the State Elections Enforcement Commission, [www.ct.gov/seec](http://www.ct.gov/seec). Click on the link to "State Contractor Contribution Ban."



## Notice to Executive Branch State Contractors and Prospective State Contractors of Campaign Contribution and Solicitation Limitations

This notice is provided under the authority of Connecticut General Statutes §9-612(G)(2), as amended by P.A. 10-1, and is for the purpose of informing state contractors and prospective state contractors of the following law (italicized words are defined on the reverse side of this page).

### CAMPAIGN CONTRIBUTION AND SOLICITATION LIMITATIONS

No *state contractor*, *prospective state contractor*, *principal of a state contractor* or *principal of a prospective state contractor*, with regard to a *state contract* or *state contract solicitation* with or from a state agency in the executive branch or a quasi-public agency or a holder, or principal of a holder of a valid prequalification certificate, shall make a contribution to (i) an exploratory committee or candidate committee established by a candidate for nomination or election to the office of Governor, Lieutenant Governor, Attorney General, State Comptroller, Secretary of the State or State Treasurer, (ii) a political committee authorized to make contributions or expenditures to or for the benefit of such candidates, or (iii) a party committee (which includes town committees).

In addition, no holder or principal of a holder of a valid prequalification certificate, shall make a contribution to (i) an exploratory committee or candidate committee established by a candidate for nomination or election to the office of State senator or State representative, (ii) a political committee authorized to make contributions or expenditures to or for the benefit of such candidates, or (iii) a party committee.

On and after January 1, 2011, no state contractor, prospective state contractor, principal of a state contractor or principal of a prospective state contractor, with regard to a state contract or state contract solicitation with or from a state agency in the executive branch or a quasi-public agency or a holder, or principal of a holder of a valid prequalification certificate, shall **knowingly solicit** contributions from the state contractor's or prospective state contractor's employees or from a *subcontractor* or *principals of the subcontractor* on behalf of (i) an exploratory committee or candidate committee established by a candidate for nomination or election to the office of Governor, Lieutenant Governor, Attorney General, State Comptroller, Secretary of the State or State Treasurer, (ii) a political committee authorized to make contributions or expenditures to or for the benefit of such candidates, or (iii) a party committee.

### DUTY TO INFORM

State contractors and prospective state contractors are required to inform their principals of the above prohibitions, as applicable, and the possible penalties and other consequences of any violation thereof.

### PENALTIES FOR VIOLATIONS

Contributions of solicitations of contributions made in violation of the above prohibitions may result in the following civil and criminal penalties:

**Civil Penalties** – Up to \$2,000 or twice the amount of the prohibited contribution, whichever is greater, against a principal or a contractor. Any state contractor or prospective state contractor which fails to make reasonable efforts to comply with the provisions requiring notice to its principals of these prohibitions and possible consequences of their violations may also be subject to civil penalties of up to \$2,000 or twice the amount of the prohibited contributions made by their principals.

**Criminal penalties** – Any knowing and willful violation of the prohibition is a Class D felony, which may subject the violator to imprisonment of not more than 5 years, or not more than \$5,000 in fines, or both.

### CONTRACT CONSEQUENCES

In the case of a state contractor, contributions made or solicited in violation of the above prohibitions may result in the contract being voided.

In the case of a prospective state contractor, contributions made or solicited in violation of the above prohibitions shall result in the contract described in the state contract solicitation not being awarded to the prospective state contractor, unless the State Elections Enforcement Commission determines that mitigating circumstances exist concerning such violation.

The State shall not award any other state contract to anyone found in violation of the above prohibitions for a period of one year after the election for which such contribution is made or solicited, unless the State Elections Enforcement Commission determines that mitigating circumstances exist concerning such violation.

Additional information may be found on the website of the State Elections Enforcement Commission, [www.ct.gov/seec](http://www.ct.gov/seec). Click on the link to "Lobbyist/Contractor Limitations."



## DEFINITIONS

"State contractor" means a person, business entity or nonprofit organization that enters into a state contract. Such person, business entity or nonprofit organization shall be deemed to be a state contractor until December thirty-first of the year in which such contract terminates. "State contractor" does not include a municipality or any other political subdivision of the state, including any entities or associations duly created by the municipality or political subdivision exclusively amongst themselves to further any purpose authorized by statute or charter, or an employee in the executive or legislative branch of state government or a quasi-public agency, whether in the classified or unclassified service and full or part-time, and only in such person's capacity as a state or quasi-public agency employee.

"Prospective state contractor" means a person, business entity or nonprofit organization that (i) submits a response to a state contract solicitation by the state, a state agency or a quasi-public agency, or a proposal in response to a request for proposals by the state, a state agency or a quasi-public agency, until the contract has been entered into, or (ii) holds a valid prequalification certificate issued by the Commissioner of Administrative Services under section 4a-100.

"Prospective state contractor" does not include a municipality or any other political subdivision of the state, including any entities or associations duly created by the municipality or political subdivision exclusively amongst themselves to further any purpose authorized by statute or charter, or an employee in the executive or legislative branch of state government or a quasi-public agency, whether in the classified or unclassified service and full or part-time, and only in such person's capacity as a state or quasi-public agency employee.

"Principal of a state contractor or prospective state contractor" means (i) any individual who is a member of the board of directors of, or has an ownership interest of five per cent or more in, a state contractor or prospective state contractor, which is a business entity, except for an individual who is a member of the board of directors of a nonprofit organization, (ii) an individual who is employed by a state contractor or prospective state contractor, which is a business entity, as president, treasurer or executive vice president, (iii) an individual who is the chief executive officer of a state contractor or prospective state contractor, which is not a business entity, or if a state contractor or prospective state contractor has no such officer, then the officer who duly possesses comparable powers and duties, (iv) an officer or an employee of any state contractor or prospective state contractor who has *managerial or discretionary responsibilities with respect to a state contract*, (v) the spouse or a *dependent child* who is eighteen years of age or older of an individual described in this subparagraph, or (vi) a political committee established or controlled by an individual described in this subparagraph or the business entity or nonprofit organization that is the state contractor or prospective state contractor.

"State contract" means an agreement or contract with the state or any state agency or any quasi-public agency, let through a procurement process or otherwise, having a value of fifty thousand dollars or more, or a combination or series of such agreements or contracts having a value of one hundred thousand dollars or more in a calendar year, for (i) the rendition of services, (ii) the furnishing of any goods, material, supplies, equipment or any items of any kind, (iii) the construction, alteration or repair of any public building or public work, (iv) the acquisition, sale or lease of any land or building, (v) a licensing arrangement, or (vi) a grant, loan or loan guarantee. "State contract" does not include any agreement or contract with the state, any state agency or any quasi-public agency that is exclusively federally funded, an education loan, a loan to an individual for other than commercial purposes or any agreement or contract between the state or any state agency and the United States Department of the Navy or the United States Department of Defense.

"State contract solicitation" means a request by a state agency or quasi-public agency, in whatever form issued, including, but not limited to, an invitation to bid, request for proposals, request for information or request for quotes, inviting bids, quotes or other types of submittals, through a competitive procurement process or another process authorized by law waiving competitive procurement.

"Managerial or discretionary responsibilities with respect to a state contract" means having direct, extensive and substantive responsibilities with respect to the negotiation of the state contract and not peripheral, clerical or ministerial responsibilities.

"Dependent child" means a child residing in an individual's household who may legally be claimed as a dependent on the federal income tax of such individual.

"Solicit" means (A) requesting that a contribution be made, (B) participating in any fund-raising activities for a candidate committee, exploratory committee, political committee or party committee, including, but not limited to, forwarding tickets to potential contributors, receiving contributions for transmission to any such committee or bundling contributions, (C) serving as chairperson, treasurer or deputy treasurer of any such committee, or (D) establishing a political committee for the sole purpose of soliciting or receiving contributions for any committee. Solicit does not include: (i) making a contribution that is otherwise permitted by Chapter 155 of the Connecticut General Statutes; (ii) informing any person of a position taken by a candidate for public office or a public official, (iii) notifying the person of any activities of, or contact information for, any candidate for public office; or (iv) serving as a member in any party committee or as an officer of such committee that is not otherwise prohibited in this section.

"Subcontractor" means any person, business entity or nonprofit organization that contracts to perform part or all of the obligations of a state contractor's state contract. Such person, business entity or nonprofit organization shall be deemed to be a subcontractor until December thirty first of the year in which the subcontract terminates. "Subcontractor" does not include (i) a municipality or any other political subdivision of the state, including any entities or associations duly created by the municipality or political subdivision exclusively amongst themselves to further any purpose authorized by statute or charter, or (ii) an employee in the executive or legislative branch of state government or a quasi-public agency, whether in the classified or unclassified service and full or part-time, and only in such person's capacity as a state or quasi-public agency employee.

"Principal of a subcontractor" means (i) any individual who is a member of the board of directors of, or has an ownership interest of five per cent or more in, a subcontractor, which is a business entity, except for an individual who is a member of the board of directors of a nonprofit organization, (ii) an individual who is employed by a subcontractor, which is a business entity, as president, treasurer or executive vice president, (iii) an individual who is the chief executive officer of a subcontractor, which is not a business entity, or if a subcontractor has no such officer, then the officer who duly possesses comparable powers and duties, (iv) an officer or an employee of any subcontractor who has managerial or discretionary responsibilities with respect to a subcontract with a state contractor, (v) the spouse or a dependent child who is eighteen years of age or older of an individual described in this subparagraph, or (vi) a political committee established or controlled by an individual described in this subparagraph or the business entity or nonprofit organization that is the subcontractor.

# 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.biznet.ct.gov/SCP\\_search/default.aspx?acclast](http://www.biznet.ct.gov/SCP_search/default.aspx?acclast) 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**

1. If required by this RFP, the proposal must be accompanied by a bid bond or a certified check in an amount that is ten percent (10%) of the bid amount. The bid bond must be executed by an insurance company licensed to do business in the State of Connecticut. Certified checks must be made payable to CSU or the appropriate CSU University.
2. The proposal bond must be executed by the proposer as follows:
  - (a) If the proposer is a corporation - must be signed by an official of the corporation above his or her official title, and the corporate seal must be affixed over the signature;
  - (b) If the proposer is a partnership - must be signed by a general partner;
  - (c) If the proposer is an individual - must be signed by the individual and indicate that he or she is "doing business as . . . ."
3. The surety company executing the bond or countersigning must be licensed in Connecticut and the bond must be signed by an official of the surety company with the corporate seal affixed over his or her signature. Signatures of two witnesses for both the principal and the surety must appear on the bond.

**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 contractor 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.
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**
- The successful proposer shall submit the following bonds, at the request of CSU, within ten (10) days of the date of receipt of the Award Notice and Offer:
1. A Performance Bond in the amount of one hundred percent (100%) of the total proposal price; and
2. A Labor and Material Payment Bond in the amount of one hundred percent (100%) of the total proposal price.
- A company authorized to transact business in the State of Connecticut shall execute the bonds. Checks shall be made payable to CSU or the appropriate CSU University.
- 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.