

The Connecticut General Assembly

Joint Committee on Legislative Management

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DATE: July 9, 2014
TO: All Respondents of Record
FROM: Rachel A. Bishop
RE: Responses to Questions and Clarifications
**Security Technician Uniform Rental and Cleaning Services,
JCLM15REG0001**

The following Request for Proposal (RFP) clarifications are provided to those who have received the Connecticut General Assembly's RFP for the **Security Technician Uniform Rental and Cleaning Services, JCLM15REG0001**.

Please note that the deadline for receipt of all responses is **12:00 noon on July 22, 2014**, in the Office of Legislative Management, Room 5100, Legislative Office Building, Hartford, Connecticut.

Thank you for your interest.

JOINT COMMITTEE ON LEGISLATIVE MANAGEMENT

QUESTIONS AND ANSWERS

1. Is there a listing of what is to be submitted with the responses?

Part D of the Request for Proposal includes a list of required elements that shall be included in all responses. Any response not including these elements is subject to disqualification.

2. Shall responses include the gift affidavit and the campaign contribution form?

Yes. Please note that proposals will not be considered without a completed gift affidavit and the campaign contribution form.

3. Can you please clarify any special instructions regarding the completion of the Attachment documents to this Request for Proposal?

Proposal Pricing Page (Attachment A)

This Form shall be signed by the same individual who is authorized to sign and enter into contracts on behalf of the Respondent by the Proof of Authorization Form. This form is not required to be notarized.

Proof of Authorization Form (Attachment B)

This document shall be completed and included in the proposal. This form shall authorize an individual to sign and enter into contracts on behalf of the Respondent and should be notarized and affixed with the corporate seal (if available).

Certification Form (Attachment C)

This Form shall be signed by the same individual who is authorized to sign and enter into contracts on behalf of the Respondent by the Proof of Authorization Form. This form is not required to be notarized.

Gift and Campaign Certification (Attachment D)

This Form shall be signed by the same individual who is authorized to sign and enter into contracts on behalf of the Respondent by the Proof of Authorization Form. This form is not required to be notarized.

Proposal Checklist (Attachment E)

Please indicate the pages number in which each requirement is provided in the RFP.

Bidder Contract Compliance Monitoring Report (Attachment F)

This Form shall be signed by the same individual who is authorized to sign and enter into contracts on behalf of the Respondent by the Proof of Authorization Form. This form is not required to be notarized.

Vendor Profile Form (Attachment G)

This Form shall be signed by the same individual who is authorized to sign and enter into contracts on behalf of the Respondent by the Proof of Authorization Form. This form is not required to be notarized.

W-9 Form (Attachment H)

This Form shall be signed by the same individual who is authorized to sign and enter into contracts on behalf of the Respondent by the Proof of Authorization Form. This form is not required to be notarized.

Nondiscrimination Certification (Attachment J)

This Form does not need to be completed and submitted with the Proposal, but only upon Contract award. This Form is included in the RFP for informational purposes only. There are five different certification forms. Form A is always used for contracts with an individual who is not an entity, regardless of the contract value. Form B is always used for contracts with an entity when the contract value is less than \$50,000. Form C is recommended for contracts valued at \$50,000 or more with an entity. If Form C is not used, either Form D or E must be used; both require a resolution (new or prior).