**Bid Request Quotation**

BID NUMBER: 36924

| **VENDOR:**<br><br>Phone: Fax: | Location: |
|---|---|

| DATE ISSUED | ISSUED BY<br>**Carl L. Chu** | DATE/TIME BID REQUIRED<br>**3/16/2015**<br>**8:00 AM** | DATE MATERIAL REQUIRED<br>ASAP | Shipping<br>See Below | TERMS |
|---|---|---|---|---|---|
| 3/9/2015 | Please Return Bid By<br>Email: carl.chu@ct.gov<br>Or<br>Fax: 860-424-4072<br>Phone # 860-424-3832 | SEE INSTRUCTIONS BELOW | See Below | | Net 45 days |

| ITEM NO. | DESCRIPTION | UNIT | QUAN | UNIT PRICE | TOTAL |
|---|---|---|---|---|---|
| | The Connecticut Department of Energy and Environmental Protection (DEEP) Seeks, Proposal For: Yamaha 150 HP Four Stroke Outboard Motors. As Per Attached Specification. | | | | |
| 1. | Yamaha 150 HP Four Stroke Outboard Motors Model Number F 150 XB. | EA. | 2 | | |
| 2. | Shipping If Applied. | EA. | 1 | | |
| | NOTE: VENDORS MUST FILL OUT W-9 & AGENCY FORMS & SUBMIT WITH BID PAGAGE. | | | | |

NOTE: DO NOT INCLUDE FEDERAL EXCISE TAXES OR CONNECTICUT SALES TAX, AS THE STATE IS EXEMPT.
BIDDER INSTRUCTIONS: PLEASE FAX YOUR QUOTE ON THIS FORM TO (860) 860-424-4072) AND MAIL FORM WITH ORIGINAL SIGNATURE TO THE ADDRESS IN THE UPPER RIGHT HAND CORNER. ALL PRICES MUST BE F.O.B. DESTINATION AND YOU MUST SIGN THIS FORM. THE STATE RESERVES THE RIGHT TO REJECT IN WHOLE OR IN PART ANY AND ALL BIDS. PLEASE NOTE BID DEADLINE. LATE BIDS WILL NOT BE ACCEPTED. THE UNDERSIGNED BIDDER AFFIRMS AND DECLARES: THAT THIS QUOTATION IS EXECUTED AND SIGNED BY SAID BIDDER WITH FULL KNOWLEDGE AND ACCEPTANCE OF THE PROVISIONS STANDARD BID AND CONTRACT TERMS AND CONDITIONS TOGETHER WITH THE COMMODITY SPECIFICATIONS, PROPOSAL SCHEDULE, AND SPECIAL BID AND CONTRACT TERMS ARE MADE A PART OF THIS REQUEST FOR QUOTATION.

| QUOTATION NO. | DATE : | VENDOR FEIN/SSN : | ARE YOU INCORPORATED?<br>YES NO | DELIVERY AS REQ=D ABOVE (UNLESS NOTED HERE) |
|---|---|---|---|---|
| SIGNED :<br><br>PRINTED : | | TITLE : | TELEPHONE NO. AND EXTENSION : | CASH DISCOUNT: PAYMENT TERMS: |

Specifications for 150 –HP four stroke outboard motor – Revised 03/05/15

GENERAL

The overall scope of these specifications is to describe two 150-hp, 4-stroke, Yamaha outboard motors and Yamaha equipment. All motors bid shall meet or exceed all USCG and ABYC regulations for this type of equipment that are in force at the time of delivery. All motors shall be covered by the three year governmental limited warranty.

The following make and model are to be considered acceptable for this bid;

Yamaha Model F150XB

SPECIFICATIONS

The following are the specifications for the outboard motors :

1. 150-HP rating, 4-cylinder, DOHC 4 stroke ONLY with 3-star C.A.R.B. emissions rating ( 2 stroke motors are not acceptable )
2. 25" Shaft
3. 2 motors standard rotating
4. Electronic fuel injection, motors to be able to run on regular octane gasoline
5. Electrical: 12 volt electric strut
6. Tilt/Trim : to include power tilt and trim feature from the helm and a switch on the motor
7. Engines to be water cooled
8. All Technical Service , Detailed Parts and Operator's Manuals to be included.
9. Warranty: All motors shall be covered by the three year governmental limited warranty

EQUIPMENT

The following Yamaha equipment shall be supplied with this purchase:

1. (2) Fuel line and Battery cable
2. (2) Yamaha 704 Single Engine Binnacle Control Box with Trim
3. (2) Yamaha Single Engine Key Switch w/ Stop Lanyard
4. (2) Yamaha Command Link 2 Gauge Kit
5. (2) Yamaha Main Harness

6. (2) Yamaha 3' Pigtail Harness
7. (2) Yamaha Main Bus Harness
8. (4) Yamaha Teleflex Control Cable-Extreme 33C
9. (2) Yamaha SS Propeller W/SDS

Installation Option

The CT DEEP is seeking a separate line item cost of installation of the above mentioned outboard motors. CT DEEP will deliver and pick up the boat within the confines of the State of Connecticut to the awarded vendor if the installation option is taken. Information on the boat is as follows, (2) 19' Triumph Boats. The old motors and equipment shall be removed by the installing vendor. DEEP personnel will pick up the old motors and equipment at the vendor's location. Note: The length of some cables and wiring may vary. The awarded vendor will supply any and all miscellaneous hardware and rigging needed for the install. The boats will be returned completely functional with all Yamaha equipment mounted and working and the motors running and tested. Exact location and mounting of the Yamaha equipment will be discussed with CT DEEP representatives before installation starts.

STANDARD BID
TERMS AND CONDITIONS
SP-19 Rev. 4/10/13
Prev. Rev. 8/30/12

# STATE OF CONNECTICUT

## *DEPARTMENT OF ADMINISTRATIVE SERVICES*

**PROCUREMENT DIVISION**
**165 Capitol Avenue, 5th Floor South**

**HARTFORD, CT 06106-1659**

## Standard Bid Terms and Conditions - Page 1 of 3

**The following Terms and Conditions govern the Invitation To Bid issued by the Department of Administrative Services (DAS). Incorporated by reference into these Terms and Conditions are applicable provisions of the Connecticut General Statutes, including but not limited to, those in Title 4a, Chapter 58 or Title 4d, Chapter 61 and applicable provisions of the Regulations of Connecticut State Agencies, including but not limited to, those that begin with and follow Section 4a-52-1 or 4d-3-1.**

**Bidders shall comply with the statutes and regulations as they exist on the date of their bid and as they may be modified from time to time during the term of the contract, as it may be amended.**

**Pursuant to Connecticut General Statutes 4a-60b,, The Department of Administrative Services, at its sole discretion, may elect to solicit Bid pricing through a Reverse Auction.**

### Submission of Bids

1. All Bid documents must be submitted on-line through the DAS Business Network ("BizNet") and will s be accepted as your official submission by DAS. If DAS receives additional submissions of your Bid hand delivered or delivered to the mailing address listed on this bid, DAS will reject those submittals.

2. Bids must be submitted on-line using the forms specified by DAS and must be submitted no later than the date and time specified in the Invitation To Bid. Paper Bids, telephone or facsimile bids will not be accepted in response to an Invitation to Bid.

3. Bids received after the time and date of bid opening specified in each Invitation To Bid will not be accepted for consideration.

4. A Bidder will not be allowed to post or resubmit a bid after the due date and time specified in the Invitation to Bid. Incomplete bid forms may result in the rejection of the bid. Amendments to bids received by DAS after the time specified for opening of bids will not be considered. With the exception of pricing submission through Reverse Auction participation. Bids may be computer prepared, typewritten or handwritten in ink and then uploaded in BizNet. All bids shall be signed by a person duly authorized to sign bids on behalf of the bidder. Unsigned bids may be rejected.

5. Conditional bids are subject to rejection in whole or in part. A "conditional bid" is defined as one limiting or modifying any of the terms and conditions and/or specifications of the Invitation to Bid.

6. Alternate bids will not be considered unless the Invitation to Bid specifically requests alternate bids. An alternate bid is one which is submitted in addition to and is not dependent upon the bidder's primary response to the Invitation To Bid.

7. In the event of a discrepancy between the unit price and the extension, the unit price shall govern. Prices should be extended in decimal form, not fractions, to be net, and shall include transportation and delivery charges fully prepaid by the Contractor to the destination specified in the Invitation To Bid, and subject only to cash discount.

8. 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. Such taxes must not be included in bid prices.

9. All bids will be opened publicly on the date specified in the Invitation To Bid and, upon award, are subject to public inspection.

10. The Bidder fully acknowledges and agrees with all of the terms and conditions contained in this Bid Form SP-19, the accompanying Invitation to Bid, Form SP-26, and the Contract. Further, if the bidder is awarded a contract for the goods and/or services called for in the Invitation To Bid, the bidder's signature on Bid Form SP-26 shall mean that the bidder shall be bound by and perform fully in accordance with all of the terms and conditions set forth in the Invitation To Bid, this Form SP-19 and the Contract as if the bidder had actually executed Form SP-19 and the Contract itself.

### Guaranty or Surety

11. Bid and or performance bonds may be required. Bonds must meet the following requirements: Corporation - must be signed by an official of the corporation above their official title and the corporate seal must be affixed over the signature; Firm or Partnership - must be signed by all the partners and indicate they are "doing business as"; Individual - must be signed by the owner and indicated as "Owner". 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 their signature. Signatures of two witnesses for both the principal and the surety must appear on the bond. Power of attorney for the official signing the bond for the surety company must be submitted with the bond.

### Samples

12. The quality of accepted bid samples does not supersede specifications for quality in the Invitation to Bid unless the sample is superior in quality. All deliveries shall have at least the same quality as the accepted bid sample.

13. Samples are furnished free of charge. Bidders must indicate if their return is desired, which DAS shall do provided that they are returned at Bidder's sole cost and expense, FOB Bidder's destination, and that they have not been made useless by testing. If they are made useless by testing, the State may dispose of the samples as it deems to be appropriate. Samples may be held for comparison with deliveries.

### Award

14. Award of a contract will be made to the lowest responsible qualified bidder and shall be based on quality of the goods or services to be supplied, their conformance with specifications, delivery terms, price, administrative costs, past performance, and financial responsibility.

# STATE OF CONNECTICUT

## *DEPARTMENT OF ADMINISTRATIVE SERVICES*

**PROCUREMENT DIVISION**
**165 Capitol Avenue, 5th Floor South**

**HARTFORD, CT 06106-1659**

## Standard Bid Terms and Conditions - Page 2 of 3

15. DAS may reject any bidder in default of any prior contract or guilty of misrepresentation or any bidder with a member of its firm in default or guilty of misrepresentation.

16. DAS may correct inaccurate awards resulting from clerical or administrative errors.

17. Bidders have ten days after notice of award of the contract to refuse acceptance. After ten days the Contract will be binding on the Contractor. If the Contractor rejects the award within the ten day period, DAS will award the contract to the next lowest responsible qualified bidder.

**Other Requirements**

18. Section 4a-81 (the "Act") of the Connecticut General Statutes requires that the Invitation to Bid of which these Terms and Conditions are a part include a notice of the consulting affidavit requirements described in the Act. Accordingly, pursuant to the Act, vendors are notified as follows:
(a) No state agency or quasi-public agency shall execute a contract for the purchase of goods or services, which contract has a total value to the state of fifty thousand dollars or more in any calendar or fiscal year, unless the state agency obtains the written affidavit described in subsection (b) of this section.
(b) (1) The chief official of the vendor awarded a contract described in subsection (a) of this section or the individual awarded such contract who is authorized to execute such contract, shall attest in an affidavit as to whether any consulting agreement has been entered into in connection with such contract. Such affidavit shall be required if any duties of the consultant included communications concerning business of such state agency, whether or not direct contact with a state agency, state or public official or state employee was expected or made. "Consulting agreement" means any written or oral agreement to retain the services, for a fee, of a consultant for the purposes of (A) providing counsel to a contractor, vendor, consultant or other entity seeking to conduct, or conducting, business with the State, (B) contacting, whether in writing or orally, any executive, judicial, or administrative office of the state, including any department, institution, bureau, board, commission, authority, official or employee for the purpose of solicitation, dispute resolution, introduction or requests for information or (C) any other similar activity related to such contract. "Consulting agreement" does not include any agreements entered into with a consultant who is registered under the provisions of Chapter 10 of the Connecticut General Statutes concerning the State's Codes of Ethics, as of the date such affidavit is submitted. (2) Such affidavit shall be sworn as true to the best knowledge and belief of the person signing the certification on the affidavit and shall be subject to the penalties of false statement. (3) Such affidavit shall include the name of the consultant, the consultant's firm, the basic terms of the consulting agreement, a brief description of the services provided, and an indication as to whether the consultant is a former state employee or public official. If the consultant is a former state employee or public official, such affidavit shall indicate his or her former agency and the date such employment terminated. (4) Such affidavit shall be updated no later than 30 days after the effective date of any such change contained in the most recently filed affidavit or upon submittal of any new bid or proposal, whichever is earlier.
(c) If a vendor refuses to submit the affidavit required under subsection (b) of this section, then the state agency shall not award the Contract to such vendor and shall award the contract to the next highest ranked vendor or the next lowest responsible qualified bidder or seek new bids or proposals.

19. Section 4-252 (the "Statute") of the Connecticut General Statutes requires that the Invitation to Bid, of which these Terms and Conditions are a part, include a notice of the vendor certification requirements described in the Statute. Accordingly, pursuant to the Statute, vendors are notified as follows:
(a) The terms "gift," "quasi-public agency," "state agency," "large state contract," "principals and key personnel" and "participated substantially" as used in this section shall have the meanings set forth in the Statute.
(b) No state agency or quasi-public agency shall execute a large state contract unless the state agency or quasi-public agency obtains the written certifications described in this section. Each such certification shall be sworn as true to the best knowledge and belief of the person signing the certification, subject to the penalties of false statement.
(c) Any principal or key personnel of the person, firm or corporation submitting a bid or proposal for a large State contract shall certify on such forms as the State shall provide:
(1) That no gifts were made by (A) such person, firm, corporation, (B) any principals and key personnel of the person, firm or corporation, who participates substantially in preparing bids, proposals or negotiated State contracts, or (C) any agent of such person, firm, corporation or principals and key personnel, who participate 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 requests 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;
(2) That no such principals and key personnel of the person, firm or corporation, or agent of such person, firm or corporation or principals and key personnel, knows of any action by the person, firm or corporation to circumvent such prohibition on gifts by providing for any other principals and key personnel, official, employee or agent of the person, firm or corporation to provide a gift to any such public official or state employee; and
(3) That the person, firm or corporation is submitting bids or proposals without fraud or collusion with any person.
(d) Any bidder or proposer that does not make the certification required under this section shall be disqualified and the state agency or quasi-public agency shall award the contract to the next highest ranked proposer or the next lowest responsible qualified bidder or seek new bids or proposals.
(e) Each state agency and quasi-public agency shall include in the bid specifications or request for proposals for a large state contract a notice of the certification requirement of this section.

20. The existence of the contract shall be determined in accordance with the requirements set forth above. However, the award of the contract is not an order to ship. Contractors may not begin to perform under the awarded contract until the Contractor and the State have executed the contract and

# STATE OF CONNECTICUT

***DEPARTMENT OF ADMINISTRATIVE SERVICES***

**PROCUREMENT DIVISION**

**165 Capitol Avenue, 5th Floor South**

**HARTFORD, CT 06106-1659**

## Standard Bid Terms and Conditions - Page 3 of 3

thereafter the Contractor receives a written purchase order from an appropriate State entity.

21. With regard to a State contract as defined in Section 9-612 of the Connecticut General Statutes having a value in a calendar year of $50,000 or more or a combination or series of such agreements or contracts having a value of $100,000 or more, the authorized signatory to this submission in response to the State's solicitation expressly acknowledges receipt of the State Elections Enforcement Commission's notice advising prospective state contractors of state campaign contribution and solicitation prohibitions, and will inform its principals of the contents of the notice. See Contract Exhibit C.

22. Public Act 11-55 and Public Act 11-229 have amended the nondiscrimination provisions of the Connecticut General Statutes to add gender identity or expression to the existing protected classes and to require State contractors to adopt policies in support of the new statutes by means of an affidavit or resolution. Accordingly, attached as Form NDC is a form certification that the successful contractor must deliver executed at the time that it executes the Contract. The execution and submittal of this affidavit or resolution is a condition precedent to the State's executing the Contract, unless the contractor is exempt from this statutory requirement, in which case the contractor must obtain a written waiver from the State's Commission on Human Rights and Opportunities.

Form **W-9**
(Rev. October 2007)
Department of the Treasury
Internal Revenue Service

# Request for Taxpayer Identification Number and Certification

**Give form to the requester. Do not send to the IRS.**

Print or type
See Specific Instructions on page 2.

Name (as shown on your income tax return)

Business name, if different from above

Check appropriate box: ☐ Individual/Sole proprietor ☐ Corporation ☐ Partnership
☐ Limited liability company. Enter the tax classification (D=disregarded entity, C=corporation, P=partnership) ▶
☐ Other (see instructions) ▶

☐ Exempt payee

Address (number, street, and apt. or suite no.)

Requester's name and address (optional)

City, state, and ZIP code

List account number(s) here (optional)

## Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on Line 1 to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

**Note.** If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

**Social security number**

or

**Employer identification number**

## Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and
3. I am a U.S. citizen or other U.S. person (defined below).

**Certification instructions.** You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the Certification, but you must provide your correct TIN. See the instructions on page 4.

**Sign Here** Signature of U.S. person ▶ Date ▶

## General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

## Purpose of Form

A person who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),

2. Certify that you are not subject to backup withholding, or

3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income.

**Note.** If a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

**Definition of a U.S. person.** For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien,
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States,
- An estate (other than a foreign estate), or
- A domestic trust (as defined in Regulations section 301.7701-7).

**Special rules for partnerships.** Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax on any foreign partners' share of income from such business. Further, in certain cases where a Form W-9 has not been received, a partnership is required to presume that a partner is a foreign person, and pay the withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid withholding on your share of partnership income.

The person who gives Form W-9 to the partnership for purposes of establishing its U.S. status and avoiding withholding on its allocable share of net income from the partnership conducting a trade or business in the United States is in the following cases:

- The U.S. owner of a disregarded entity and not the entity,

# STATE OF CONNECTICUT - AGENCY VENDOR FORM

**IMPORTANT: ALL parts of this form must be completed, signed and returned by the vendor.**

**READ & COMPLETE CAREFULLY**

SP-26NB-IPDF Rev. 4/10

| COMPLETE VENDOR LEGAL BUSINESS NAME | Taxpayer ID # (TIN): ☐ SSN ☐ FEIN<br>WRITE/TYPE SSN/FEIN NUMBER ABOVE |
|---|---|
| BUSINESS NAME, TRADE NAME, DOING BUSINESS AS (IF DIFFERENT FROM ABOVE) | |

BUSINESS ENTITY: ☐ CORPORATION ☐ LLC CORPORATION ☐ LLC PARTNERSHIP ☐ LLC SINGLE MEMBER ENTITY ☐ NON-PROFIT ☐ PARTNERSHIP ☐ INDIVIDUAL/SOLE PROPRIETOR ☐ GOVERNMENT

**NOTE:** IF INDIVIDUAL/SOLE PROPRIETOR, INDIVIDUAL'S NAME (AS OWNER) MUST APPEAR IN THE LEGAL BUSINESS NAME BLOCK ABOVE.

BUSINESS TYPE: A. SALE OF COMMODITIES B. MEDICAL SERVICES C. ATTORNEY FEES D. RENTAL OF PROPERTY (REAL ESTATE & EQUIPMENT)

E. OTHER (DESCRIBE IN DETAIL)

| | |
|---|---|
| UNDER THIS TIN, WHAT IS THE PRIMARY TYPE OF BUSINESS YOU PROVIDE TO THE STATE? (ENTER LETTER FROM ABOVE) → | |
| UNDER THIS TIN, WHAT OTHER TYPES OF BUSINESS MIGHT YOU PROVIDE TO THE STATE? (ENTER LETTER FROM ABOVE) → | |

**NOTE:** IF YOUR BUSINESS IS A ***PARTNERSHIP***, YOU MUST ATTACH THE NAMES AND TITLES OF ALL PARTNERS TO YOUR BID SUBMISSION.

**NOTE:** IF YOUR BUSINESS IS A ***CORPORATION***, IN WHICH STATE ARE YOU INCORPORATED?

VENDOR ADDRESS STREET CITY STATE ZIP CODE

Add Additional Business Address & Contact information on back of this form.

| VENDOR E-MAIL ADDRESS | VENDOR WEB SITE |
|---|---|

***REMITTANCE INFORMATION:*** *INDICATE BELOW THE REMITTANCE ADDRESS OF YOUR BUSINESS.* ☐ *SAME AS VENDOR ADDRESS ABOVE.*

REMIT ADDRESS STREET CITY STATE ZIP CODE

CONTACT INFORMATION: NAME (TYPE OR PRINT)

| | | |
|---|---|---|
| 1ST BUSINESS PHONE: | Ext. # | HOME PHONE: |
| 2ND BUSINESS PHONE: | Ext. # | 1ST PAGER: |
| CELLULAR: | | 2ND PAGER: |
| 1ST FAX NUMBER: | | TOLL FREE PHONE: |
| 2ND FAX NUMBER: | | TELEX: |

| WRITTEN SIGNATURE OF PERSON AUTHORIZED TO SIGN PROPOSALS ON BEHALF OF THE ABOVE NAMED VENDOR ⇐SIGN HERE | DATE EXECUTED |
|---|---|
| TYPE OR PRINT NAME OF AUTHORIZED PERSON | TITLE OF AUTHORIZED PERSON |

IS YOUR BUSINESS CURRENTLY A DAS *CERTIFIED* SMALL BUSINESS ENTERPRISE? ☐ YES *(ATTACH COPY OF CERTIFICATE)* ☐ NO

IS YOUR BUSINESS CURRENTLY A CT DOT *CERTIFIED* DISADVANTAGED BUSINESS ENTERPRISE (DBE)? ☐ YES ☐ NO

IF YOU ARE A ***STATE EMPLOYEE***, INDICATE YOUR POSITION, AGENCY & AGENCY ADDRESS

**PURCHASE ORDER DISTRIBUTION:**
(E-MAIL ADDRESS)

**NOTE: THE E-MAIL ADDRESS INDICATED IMMEDIATELY ABOVE WILL BE USED TO FORWARD PURCHASE ORDERS TO YOUR BUSINESS.**

**ADD FURTHER BUSINESS ADDRESS, E-MAIL & CONTACT INFORMATION ON SEPARATE SHEET IF REQUIRED**

# STATE OF CONNECTICUT

## DEPARTMENT OF REVENUE SERVICES

Dennis Thibodeau Manager
Dept of Energy & Environmental Protection
79 Elm Street
Hartford, CT 06106

Dear Colleague:

I am pleased to provide your agency or municipality with a Connecticut State Agency Tax Exemption Number. This certificate issued by the Department of Revenue Services (DRS) will serve as evidence that your agency or municipality is exempt from Connecticut sales and use taxes on the purchase or lease of tangible personal property and services, except for meals and lodging. Qualifying state agencies or municipalities still must get advance DRS approval for sales and use tax exemptions for meals and lodging.

Tax Exemption Numbers are issued only to Connecticut state agencies or certain municipalities. DRS does not assign tax exempt numbers to agencies of the United States government. (See Policy Statement 2010(7), *Tax Exempt Purchases by Connecticut State Agencies and Municipalities.)*

DRS issues Tax Exemption Numbers to state government agencies or certain municipalities to verify the agency or municipality's tax-exempt status when making purchases. Use your Tax Exemption Number when completing CERT-134, *Exempt Purchases by Qualifying Governmental Agencies.*

For information on Tax Exemption Number policy, see PS 2010(7), on the DRS web site at www.ct.gov/DRS or call the DRS Taxpayer Services Division at 860-297-5962. As always, I welcome your comments and suggestions. Feel free to e-mail DRS at drs@po.state.ct.us

Sincerely,

Kevin B. Sullivan, Commissioner

OR-295 (Rev. 01/11)

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OR-295 (Rev. 01/11)
NOT TRANSFERABLE or ASSIGNABLE

STATE OF CONNECTICUT
DEPARTMENT OF REVENUE SERVICES
25 Sigourney Street, Hartford CT 06106-5032

Connecticut State Agency/Municipality
Tax Exemption Number

06-6000798 DEP 43000
Tax Exemption Number

October 10, 2011
Date Issued

Kevin B. Sullivan
Commissioner

Dept of Energy & Environmental Protection
79 Elm Street
Hartford, CT 06106

The Connecticut State Agency or Municipality named on this certificate is exempt from Connecticut sales and use taxes on the purchase or lease of tangible personal property and services, except for meals and lodging. This permit is issued pursuant to Conn. Gen. Stat. §12-412(1)(A).