STATE OF CONNECTICUT

DEPARTMENT OF CORRECTION

PURCHASING DEPARTMENT
24 Wolcott Hill Road
Wethersfield, CT 06109

INVITATION TO BID

SPECIFICATIONS & BID DOCUMENTS ATTACHED

*BID NO**: 16DOC0511AA*** *BID OPENING DATE & TIME*: **May 25, 2016 - 2:00 p.m.**

PURCHASING CONTACT: **Lisa LeFrançois** *PHONE #:* **860-692-7725**

BID CLASS/ SUB-CLASS & DESCRIPTION:

0065-136 RENTAL/LEASE OF NON-CDL 24 – 26 FT BOX TRUCK

BID IS TO BE MAILED IN AS A SEALED BID ONLY. FAXES AND/OR E-MAIL OR LATE BIDS WILL NOT BE ACCEPTED.

RETURN BID TO: **Department of Correction**
24 Wolcott Hill Road
Wethersfield, CT 06109
ATTN: Lisa LeFrançois

NOTES: Posting Date May 4, 2016 – Requisition No CCI171

BIDS CANNOT BE ACCEPTED AFTER SPECIFIED BID OPENING TIME. VENDORS WILL NOT BE ADMITTED TO STATE BUILDINGS WITHOUT A VALID PHOTO I.D.

STATE OF CONNECTICUT
DEPARTMENT OF CORRECTION

BIDDER'S CHECKLIST

THIS FORM IS NOT TO BE RETURNED WITH YOUR BID. HOWEVER, IT IS SUGGESTED THAT YOU REVIEW AND CHECK OFF EACH ACTION AS YOU COMPLETE IT.

- The Bid Proposal must be signed by a duly authorized representative of the company (unsigned bids are automatically rejected) and the **Exhibit B Price Schedule** must be included with your bid.
- The bid prices you have offered in **Exhibit B** have been reviewed and verified.
- The price extensions and totals have been checked. (In case of discrepancy between unit prices and total prices, the unit price will govern the bid evaluation).
- Any errors, alterations, corrections or erasures to unit prices, total prices, etc. must be initialed by the person who signs the bid proposal or his designee. Such change made and not initialed means automatic rejection of bid.
- The payment terms are NET 45 Days. Net Terms for periods less than 45 days (Ex. Net 30) may result in bid rejection. (You may offer cash discounts for prompt payment.) *Exception:* State of CT Small Business Set-Aside bids payment terms shall be in accordance with CGS 32-09h.
- Reference **Exhibit A** for any technical or descriptive literature, drawing or bid samples that are required have been included with the bid.
- The delivery information block has been completed. (Be specific: In most cases, "as ordered" or "as required" is not complete information.)
- Any addenda to the bid have been signed and included.
- The bid is mailed or hand-delivered in time to be received no later than the designated opening date and time. Late bids are not accepted under any circumstances. Please allow enough time if mailing in your bid.
- Read, sign and return the Department of Correction's Security Regulations for Contract Forces form (2 pages) with your Bid Proposal.
- All CHRO forms (4 pages) must be completed entirely regardless of the number of employees, even if the company is family owned and/or operated and must be submitted with each bid or bid may be rejected.
- Complete, sign and notarize the OSHA CERTIFICATE OF COMPLIANCE form.
- Complete and sign the BIDDER'S STATEMENT OF QUALIFICATIONS.
- VENDOR NAME MUST APPEAR ON ALL BID DOCUMENTS.
- **VERIFY THE FOLLOWING FORMS ARE INCLUDED IN YOUR BID PACKAGE:**
    - BID PROPOSAL - 2 PAGES / COMPLETE AND SIGN
    - EXHIBIT B – PRICE SCHEDULE – REVIEW AND COMPLETE
    - BIDDER'S STATEMENT OF QUALIFICATIONS - 2 PAGES / COMPLETE AND SIGN
    - SECURITY REGULATIONS - 2 PAGES / REVIEW AND SIGN
    - CHRO FORMS - 4 PAGES / COMPLETE AND SIGN
    - OSHA CERTIFICATE OF COMPLIANCE - COMPLETE, SIGN AND NOTARIZE
    - CERTIFICATE OF AUTHORITY – COMPLETE AND SIGN
    - NONDESCRIMINATION CERTIFICATION FORM A - FOR INDIVIDUALS
      1 PAGE - COMPLETE AND SIGN - **OR**
      NONDESCRIMINATION CERTIFICATION FORM B - FOR ENTITIES - 1 PAGE
    - BID ADDENDUM (IF APPLICABLE) – REVIEW & SIGN

STATE OF CONNECTICUT
DEPARTMENT OF CORRECTION
PURCHASING DEPARTMENT
STANDARD BID AND CONTRACT TERMS AND CONDITIONS

All Invitations For Bids issued by the awarding agency of the State of Connecticut will bind Bidders to the terms and conditions listed below, unless specified otherwise in any individual Invitation For Bids.

Incorporated by reference into this contract are applicable provisions of the Connecticut General Statutes including but not limited to Sections 4a-50 through 4a-80 and applicable provisions of the Regulations of Connecticut State Agencies including but not limited to Sections 4a-52-1 through 4a-52-30.

The contractor agrees to comply with the statutes and regulations as they exist on the date of this contract and as they may be adopted or amended from time to time during the term of this contract and any amendments thereto.

Submission of Bids

Bids must be submitted on forms supplied by the awarding state agency or as otherwise specified.

1. The time and date bids are due is given in each bid issued. Bids received after the specified time and date shall not be considered.

2. Incomplete bid forms may result in the rejection of the bid. Amendments to bids received by the awarding state agency after the time specified for opening of bids shall not be considered. The original proposal schedule shall be returned to the awarding state agency. Bids shall be computer prepared, typewritten or handwritten in ink. Bids submitted in pencil shall be rejected. All bids shall be signed by a person duly authorized to sign bids on behalf of the bidder. Unsigned bids shall be rejected. The person signing the bid proposal or their authorized designee must initial errors, alterations or corrections on the original proposal schedule. In the event an authorized designee initials the correction, there must be written authorization from the person signing the bid proposal to the person initialing the erasure, alterations, or correction. Failure to do so shall result in rejection of bid for those items erased, altered or corrected and not initialed.

3. Conditional bids are subject to rejection in whole or in part. A conditional bid is defined as one which limits, modifies, expands or supplements any of the terms and conditions and/or specifications of the invitation for bids.

4. Alternate bids will not be considered. An alternate bid is defined as one which is submitted in addition to the bidders primary response to the invitation for bids.

5. Prices should be extended in decimal, not fraction, to be net, and shall include transportation and delivery charges fully prepaid by the Contractor to the destination specified in the bid, and subject only to cash discount.

6. 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.

7. In the event of a discrepancy between the unit price and the extension, the unit price shall govern.

8. By its submission the Bidder represents that the bid is not made in connection with any other Bidder submitting a bid for the same commodity or commodities and is in all respects fair and without collusion or fraud.

Guaranty or Surety

9. 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

10. Accepted bid samples do not supersede specifications for quality unless sample is superior in quality. All deliveries shall have at least the same quality as the accepted bid sample.

11. Samples are furnished free of charge. Bidder must indicate if their return is desired, provided they have not been made useless by test. Samples may be held for comparison with deliveries.

Award

12. Award will be based on quality of the articles or services to be supplied, their conformance with specifications, delivery terms, price, administrative costs, past performance, and financial responsibility. The State reserves the right to award by item, group of items or total bid, and reserves the right to procure materials from the most economical source of acceptable supply. The State reserves the right to reject any and all bids or parts thereof, waive technicalities and to make awards in a manner deemed in the best interest of the State.

13. Procurement Services or the awarding state agency 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.

14. The awarding state agency may correct inaccurate awards resulting from clerical or administrative errors.

Contract

15. 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.

16. The Contractor shall not assign or otherwise dispose of their contract or their right, title or interest, or their power to execute such contract to any other person, firm or corporation without the prior written consent of the Department of Administrative Services and the awarding state agency.

17. Bidders have ten days after notice of award to refuse acceptance of the award; after ten days the award will be binding on the Contractor. If the Contractor refuses to accept the award within the ten-day period, the award will be made to the next lowest responsible qualified bidder.

18. Failure of a Contractor to deliver commodities or perform services as specified will constitute authority for the awarding state agency to purchase these commodities or services on the open market. The Contractor agrees to promptly reimburse the State for excess cost of these purchases. The purchases will be deducted from the contracted quantities.

19. Rejected commodities must be removed by the Contractor from State premises within 48 hours. Immediate removal may be required when safety or health issues are present.

20. Contractor agrees to: hold the State harmless from liability of any kind for the use of any copyright or uncopyrighted composition, secret process, patented or unpatented invention furnished or used in the performance of the contract; guarantee their products against defective material or workmanship; repair damages of any kind, for which they are responsible to the premises or equipment, to their own work or to the work of other contractors; obtain and pay for all licenses, permits, fees etc. and to give all notices and comply with all requirements of city or town in which the service is to be provided and to the State of Connecticut; to carry proper insurance to protect the State from loss.

21. Notwithstanding any provision or language in this contract to the contrary, the Commissioner of Administrative Services or the Commissioner of the awarding state agency may terminate this contract whenever he/she determines in his/her sole discretion that such termination is in the best interests of the State. Any such termination shall be effected by delivery to the Contractor of a written notice of termination. The notice of termination shall be sent by registered mail to the Contractor address furnished to the State for purposes of correspondence or by hand delivery. Upon receipt of such notice, the Contractor shall both immediately discontinue all services affected (unless the notice directs otherwise) and deliver to the State all data, drawings, specifications, reports, estimates, summaries, and such other information and materials as may have been accumulated by the Contractor in performing his duties under this contract, whether completed or in progress. All such documents, information, and materials shall become the property of the State. In the event of such termination, the Contractor shall be entitled to reasonable compensation as determined by the Commissioner of the Department of Administrative Services or the Commissioner of the awarding state agency, however, no compensation for lost profits shall be allowed.

Delivery

22. All products and equipment delivered must be new unless otherwise stated in the bid specifications.

23. Delivery will be onto the specified State loading docks by the Contractor unless otherwise stated in the bid specifications.

24. Deliveries are subject to re-weighing on State sealed scales.

25. Payment terms are net 45 days after receipt of goods or invoice, whichever is later, unless otherwise specified.

26. Charges against a Contractor shall be deducted from current obligations. Money paid to the State by the Contractor shall be payable to the Treasurer, State of Connecticut.

Saving Clause

27. The Contractor shall not be liable for losses or delays in the fulfillment of the terms of the contract due to wars, acts of public enemies, strikes, fires, floods, acts of God or any other acts not within the control of or reasonably prevented by the Contractor. The Contractor will give written notice of the cause and probable duration of any such delay.

Advertising

28. Contractors may not reference sales to the State for advertising and promotional purposes without the prior approval of the Department of Administrative Services, Procurement Services.

Rights

29. The State has sole and exclusive right and title to all printed material produced for the State and the contractor shall not copyright the printed matter produced under the contract.

30. The Contractor assigns to the State all rights title and interests in and to all causes of action it may have under Section 4 of the Clayton Act, 15 USC 15, or under Chapter 624 of the general statutes. This assignment occurs when the Contractor is awarded the contract.

31. Contractor agrees that it is in compliance with all applicable federal, state and local laws and regulations, including but not limited to Connecticut General Statutes Sections 4a-60 and 4a-60a. The Contractor also agrees that it will hold the State harmless and indemnify the State from any action which may arise out of any act by the contractor concerning lack of compliance with these laws and regulations.

32. All purchases will be in compliance with Section 22a-194 to Section 22a-194g of the Connecticut General Statutes related to product packaging This contract is subject to the provisions of Executive Order No. Three of Governor Thomas J. Meskill promulgated June 16, 1971, the provisions of Executive Order No. Seventeen of Governor Thomas J. Meskill promulgated February 15, 1973 and section 16 of P.A. 91-58 nondiscrimination regarding sexual orientation, and the provisions of Executive Order No. Sixteen of Governor John G. Rowland promulgated August 4, 1999 regarding Violence in the Workplace Prevention Policy.

Incorporated by reference into this contract is Section 4-61dd(g)(1) and 4-61dd(3) and (f) of the Connecticut General Statutes which prohibits contractors from taking adverse action against employees who disclosed information to the Auditors of Public Accounts or the Attorney General.

Contractor(s) shall be required to complete and sign "State of Connecticut Contract for General Letter Purchases" form upon award of bid.

EXHIBIT A

DESCRIPTION OF GOODS AND SERVICES

SCOPE: This bid shall cover the State of Connecticut, Department of Correction's requirement for the **Rental/Lease of a Non-CDL (25,999 GVW) 24-26 FT Box Truck, 2016 model year or newer, as listed on the attached proposal schedule**. There is to be no mileage penalty and no lease end buy out. Approximate mileage per year is 30,000 to 35,000. All maintenance and repairs will be done by lesser company at **no cost** to CEC/DOC.

TERM

This contract shall be in effect for a (2) year period from date of award.

VEHICLE REQUIREMENTS

- Truck should be 2016 model year or newer. (Unused)
- Automatic transmission
- Power steering / power brakes
- Standard cab with air-ride driver's seat and two-person passenger seat with three (3) safety belts with a 60/40split bench
- Air conditioned
- AM/FM radio
- Floor covering is be rubberized black vinyl
- Outside Box height not to exceed 13'
- Hydraulic power fold up lift gate with a minimum 2,500 lb capacity
- Body exterior is to have grab handles and a step each side
- Diesel Powered
- Heated Mirrors
- 2 Ignition Keys

BID PRICES

Contractor bid price(s) should be based on vehicle flat rate monthly charge. Rental charges shall be prorated for any period the agency is not in possession of vehicle(s). No additional charges or fees will be allowed.

All rates shall be firm for the length of the contract, and prices shall be net including all delivery and transportation charges fully prepaid by the contractor, F.O.B. Destination.

The agency purchase order shall be the only documentation necessary. No additional supplier, rental or lease agreements will be allowed. Agency personnel must not sign any agreements from any supplier listed on the contract award schedule.

Contractor shall pay all licensing fees and federal heavy vehicle use taxes. Contractors shall note during the term of this lease vehicle(s) used by the State are EXEMPT from PROPERTY TAX- Ref CT State Statute, Chapter 203, Section 12-81 (66) and EXEMPT from REGISTRATION FEES - Ref CT State Statute, Chapter 246, Section 14-49 (0).

INSURANCE

A certificate of insurance shall be requested by the Department of Correction (DOC) upon award of contract and prior to pickup or delivery of vehicle(s) to be rented under this agreement should the DOC exercise its option to self-insure the vehicle. The certificate of insurance will be issued by the State Insurance and Risk Management Board.

EXHIBIT A

DESCRIPTION OF GOODS AND SERVICES

Contractors shall provide rental rates in Exhibit B inclusive and exclusive of contractor provided vehicle insurance.

BREAKDOWN PAYMENT CREDIT

There will be no rental rate paid during a breakdown of a contractor's truck throughout the contract period where the contractor fails to provide an acceptable replacement truck of equal size and performance within 24 hours. Prorata per diem rental credit shall be applied for day(s) when vehicle is inoperable and an alternate acceptable vehicle was not provided on a timely basis.

TRUCK INSPECTION

Vehicle(s) offered under this specification must be in good operating condition and be available for inspection by a State Inspector or agency designee, at a location within the State of Connecticut, prior to the issuance of a purchase order. If vendor's truck is unavailable for inspection or truck is determined to be unable to perform the specified work, vendor will be informed and the next lowest qualified bidder will be contacted.

DELIVERY

Bidders shall provide an estimated time of delivery, in the section provided on Exhibit B, labeled "**Delivery**".

The Contractor shall provide the Department with signed background check release form(s) for each employee at least 10 business days in advance of delivery, to provide time for a background check and to confirm eligibility to be admitted on site.

Due to the location and nature of the work, the contractors shall be required to issue identification badges to each of their employees. These badges shall be worn in plain sight at all times within the confines of the Correctional Facility.

Forty-eight (48) hours advance notice of delivery is required and shall be made to:

Connecticut Department of Correction
CEC Warehouse/Osborn Institution
335 Bilton Road, Somers, CT06071
Attn: Tim Boynton (203) 651-6292

SAFETY

The complete vehicle(s) offered to the State shall comply with all applicable federal and state motor vehicle, OSHA, and ICC regulations and safety standards and codes and any other applicable regulations in force at the time of delivery and at all times during the term of this contract. All applicable guards, warnings, and warning labels required by law must be complied with accordingly.

SERVICE TERMS

A full service repair facility must be located within the State of Connecticut. There will be no exceptions to this requirement.

Contractor shall provide road service 24 hours a day, 7 days a week.

EXHIBIT A

DESCRIPTION OF GOODS AND SERVICES

The awarded contractor shall provide a preventive maintenance program (including all parts, labor, lubricants, shop supplies and disposal fees) for vehicles offered under this bid. Preventative maintenance program service shall be completed at the contractor's facility and shall be scheduled two (2) weeks in advance. This cost is to be included in the bid price(s) offered.

Contractors are required to supply a copy of their Maintenance Service Agreement for the vehicles offered with their bid. Bid(s) may be rejected if the Maintenance Service Agreement documentation is not included. A copy of the Maintenance Service Agreement shall be made available to the Department of Correction upon request.

Vehicles are to be delivered with a full tank of gas, and must be returned by the State with a full tank of gas.

Contractor shall guarantee to provide loaner vehicle(s) of equal size and performance during the normal work hours of 8:00 am to 3:00 pm while vehicles are in for service.

Contractor shall provide replacement vehicles for inoperable vehicles within 24 hours, and if necessary will make such replacements at the place at which the vehicle becomes disabled or mutually agreeable location.

Should a vehicle break down three (3) times or more within any 90-day period the State has the right to demand the vehicle be taken out of service and replaced by another vehicle of equal size and performance for the term of the contract.

Replacement tires as a result of normal usage as required for safety and proper operation of the vehicles shall also be included in the bid price. If tire replacement is required as a result of accident or operator error, with the contractor's approval the Department of Correction will make arrangements with a vendor identified under an existing State Contract and shall bear the cost of such replacement.

Windshield replacement as the result of normal wear and tear shall also be included in the bid price. If windshield replacement is required as a result of accident or operator error, with the Contractor's approval the Department of Correction will make arrangements with a vendor identified under an existing State Contract. The State shall make payment directly to the selected auto glass vendor.

Contractor shall provide washing of equipment at the time of each preventative maintenance service appointment.

If the State opts to self insure, in the event any vehicle is damaged via an accident or neglect by the State, the awarded vendor shall have the vehicle repairs performed at a pre-approved auto body repair facility as identified under an existing State Contract.

OPERATORS/UNAUTHORIZED USAGE OF VEHICLES

The State of Connecticut and the awarded contractor agree that (i) all State of Connecticut employees operating vehicles pursuant to this agreement will be 21 years or older (ii) all State of Connecticut employees will be authorized by the awarded contractor to operate a rental vehicle providing said employees are on official State business. State employees my not permit the rental vehicle to be used or operated by any person other than a State of Connecticut employee. (iii) all State of Connecticut employees operating vehicles pursuant to this Agreement must have a valid driver's license in their possession. The State of Connecticut shall inspect the driver's license of each employee to verify that each employee who will operate a vehicle has a valid and current driver's license with unrestricted driving privileges. (iv) the State of Connecticut will

refuse to allow the usage of any rental vehicle if the State employee appears to be under the influence of alcohol or other drugs, or appears to be mentally or physically incapable of safely operating a motor vehicle.

HOURS OF OPERATION

The Department of Correction's facilities operate on a continual 24 hour basis, 365 days per year. Pickup, delivery, and/or return of vehicle(s) shall take place Monday through Friday, during normal business hours of 8:00 a.m. to 3:00 p.m, excluding state holidays.

SECURITY REGULATIONS

All persons entering a correctional facility are required to comply with the Department's Security Regulation Requirements. (See Attachment).

SECURITY CLEARANCE

Upon award of contract, Contractor(s) are required to provide a completed **"Collect Background Report"** form for all technicians to be assigned to and/or request admittance to any of the agency's facilities.

DOC will provide a written security clearance confirmation list for individuals that have been security cleared. No technician will be granted admittance to any facility without proper clearance. Technicians are advised to carry a copy of their authorized security clearance confirmation with them at all times. Any changes in personnel must be security cleared at least **10 business days** in advance of requested admittance.

Questions relating to the Collect Background Report Form should be directed to Sharon Urso at telephone number 860-692-6968 or by e-mail at address Sharon.Urso@ct.gov. Completed and signed forms should be faxed to secure fax number 860-920-3081.

PAYMENT TERMS

The State payment terms are Net 45 following delivery and/or service completion. Payments shall be made monthly in arrears.

PURCHASE ORDER & BILLING REQUIREMENTS

The contract award and agency purchase order shall be the only documents necessary to the State to execute the contract. No additional contractor lease agreements will be allowed. Agency personnel must not sign any agreement(s) from the contractor(s) listed on the award schedule.

Vehicle pickup must be pre-authorized by the DOC Purchasing Office. The vehicle offered under the proposal schedule is not to be released to DOC personnel without proper purchase order and vehicle insurance authorization.

The contractor shall provide a completed, signed service report for each vehicle pickup and return. Service reports must be legible and contain: 1) Date of service 2) Location of service 3) Accurate and Complete Description of service or work performed 4) Technician name and 5) Vehicle pickup or return time 6) Odometer reading on vehicle upon pickup or return.

The Department of Correction shall establish a Running Purchase Order Number upon award of contract to cover truck rental payments. The State prohibits any Agency from prepayment of services. Services shall be invoiced in arrears following each monthly service completion.

EXHIBIT A

DESCRIPTION OF GOODS AND SERVICES

All contractor invoicing must contain Running Purchase Order Number, complete description of service, including truck rental vehicle make and model number, service period dates, and be properly itemized according to authorized monthly rate and mileage charge pricing as per the contract award schedule.

Contractor(s) who submit invoices that do not reference the required Agency Running Purchase Order Number and/or fail to properly itemize their invoices, shall have their invoices promptly returned to them via U.S. mail for proper submittal. Failure to comply with the above will delay timely vendor payment.

DEPARTMENT OF CORRECTION PAYMENT ADDRESS

Payment and invoicing inquiries relating to DOC should be sent to the Accounts Payable Unit at telephone number (860) 692-7800. Invoices should be sent to the following address:

State of CT - Department of Correction
Attn: Accounts Payable
P.O. Box 290891
Wethersfield, CT 06129-0891

DEPARTMENT OF CORRECTION PURCHASING ADDRESS

Questions regarding purchase orders from the Department of Correction should be directed to Lisa LeFrançois at telephone number (860) 692-7725.

State of CT - Department of Correction
Attn: Purchasing Dept – Lisa LeFrancois
24 Wolcott Hill Road
Wethersfield, CT 06109
e-mail: LisaM.LeFrancois@po.state.ct.us

ADDRESS AND BUSINESS CHANGES

In the event that the awarded contractor moves, changes telephone number, or changes business name, it is the contractor's responsibility to advise the Department of Correction of such changes in writing. The State will not be held responsible for payments or purchase orders which are delayed due to additional routing caused by the lack of notification on the contractor's part.

Price Schedule
SP-16

STATE OF CONNECTICUT

Department of Correction

BID NO.:
16DOC0511AA

Buyer Name
Lisa LeFrançois
Telephone Number
860-692-7725

Exhibit B
PRICE SCHEDULE

DELIVERY:

TERMS: CASH DISCOUNT: % DAYS

BIDDER NAME:

SSN OR FEIN #:

ITEM #	DESCRIPTION OF COMMODITY AND/OR SERVICES	QTY	UNIT OF MEASURE	UNIT PRICE	TOTAL DELIVERED NET PRICE
1	**Rental of a Non-CDL (25,999 GVW) 24-26 FT Box Truck, 2016 model year or newer (Unused) - for a term of 2 years** **Option: Agency to Provide Vehicle Insurance**	24	MOS	$_____	$_____
2	**Rental of a Non-CDL (25,999 GVW) 24-26 FT Box Truck, 2016 model year or newer (Unused) - for a term of 2 years** **Option: Vendor to Provide Vehicle Insurance included in monthly rental rate**	24	MOS	$_____	$_____
3	**Agency shall choose between item 1 or 2 upon bid evaluation**				
4	For delivery: Connecticut Department of Correction CEC Warehouse/Osborn Institution 335 Bilton Road, Somers, CT 06071 Attn: Tim Boynton (860) 651-6292				
5					
6					

STATE OF CONNECTICUT

BIDDER'S STATEMENT OF QUALIFICATIONS

Bid Number: 16DOC0511AA

THIS FORM WILL BE USED IN ASSESSING A BIDDER'S QUALIFICATIONS AND TO DETERMINE IF THE BID SUBMITTED IS FROM A RESPONSIBLE BIDDER. STATE LAW DESIGNATES THAT CONTRACTS BE AWARDED TO THE LOWEST RESPONSIBLE QUALIFIED BIDDER. FACTORS SUCH AS PAST PERFORMANCE, INTEGRITY OF THE BIDDER, CONFORMITY TO THE SPECIFICATIONS, ETC. WILL BE USED IN EVALUATING BIDS. ATTACH ADDITIONAL SHEETS IF NECESSARY

COMPANY NAME: _____
&
ADDRESS: _____

NUMBER OF YEARS COMPANY HAS BEEN ENGAGED IN BUSINESS UNDER THIS NAME: _____YEARS

LIST ANY CONTRACT AWARDS TO YOUR COMPANY BY THE STATE OF CONNECTICUT WITHIN THE LAST THREE (3) YEARS, **THAT YOU ACTUALLY PERFORMED SERVICE AGAINST.** INDICATE WHICH STATE AGENCY, AND PROVIDE CONTRACT NAME AND NUMBER, AND THE NAME AND TELEPHONE NUMBER OF THE PURCHASING AGENT ADMINISTERING THE CONTRACT..

CONTRACT NO.	CONTRACT NAME	STATE AGENCY	PURCHASING AGENT	TEL. NO.

LIST ANY CONTRACT AWARDS TO YOUR COMPANY BY THE STATE OF CONNECTICUT WITHIN THE LAST THREE (3) YEARS. INDICATE WHICH STATE AGENCY, AND PROVIDE CONTRACT NAME AND NUMBER, AND THE NAME AND TELEPHONE NUMBER OF THE PURCHASING AGENT ADMINISTERING THE CONTRACT.

CONTRACT NO.	CONTRACT NAME	STATE AGENCY	PURCHASING AGENT	TEL. NO.

LIST OTHER NAMES YOUR COMPANY GOES BY: _____

_____

LIST PREVIOUS COMPANY NAME (S) _____

_____

LIST AT LEAST THREE COMPLETED PROJECTS SIMILAR IN NATURE TO THIS **INVITATION FOR BIDS** WHICH DEMONSTRATES YOUR COMPANY'S ABILITY TO PERFORM THE REQUIRED SERVICES.

	Company Name and Address	Telephone No.:	Dollar Value:
1.			
2.			
3.			

STATE OF CONNECTICUT

BIDDER'S STATEMENT OF QUALIFICATIONS

Bid Number: 16DOC0511AA

COMPANY NAME: _____

SIZE OF COMPANY OR CORPORATION: NUMBER OF EMPLOYEES: FULL TIME _____ PART TIME _____

COMPANY VALUE: EQUIPMENT ASSETS _____ TOTAL ASSETS _____

IS YOUR COMPANY REGISTERED WITH THE OFFICE OF THE CONNECTICUT SECRETARY OF STATE? ☐ YES ☐ NO

REGISTRATION DATE, IF AVAILABLE: _____

IF REQUESTED, WOULD YOUR COMPANY PROVIDE A "GOOD STANDING" CERTIFICATE ISSUED BY THE CONNECTICUT SECRETARY OF STATE'S OFFICE? ☐ YES ☐ NO

LIST OF EQUIPMENT TO BE USED FOR THIS SERVICE (INCLUDE MODEL, YEAR & MANUFACTURER):

MODEL	YEAR	MANUFACTURER

(Attach additional sheets if necessary)

LIST ANY RELEVANT CERTIFICATIONS, LICENSES, REGISTRATIONS, ETC. WHICH QUALIFY YOUR COMPANY TO MEET THE REQUIREMENTS OF THIS BID.

_____

_____

_____

_____

(Attach additional sheets if necessary)

LIST ANY ADMINISTRATIVE ACTIONS EITHER PENDING REVIEW BY THE STATE OR DETERMINATIONS THAT THE STATE HAS MADE REGARDING YOUR COMPANY OR CORPORATION. THIS WOULD INCLUDE COURT JUDGEMENTS AND SUITS PENDING BY A STATE OR FEDERAL COURT. INCLUDE A LISTING OF OSHA VIOLATIONS AND ANY ACTIONS OR ORDERS PENDING OR RESOLVED WITH ANY STATE AGENCY SUCH AS THE DEPARTMENT OF CONSUMER PROTECTION, THE DEPARTMENT OF ENVIRONMENTAL PROTECTION, ETC. DETAIL THIS INFORMATION ON A SEPARATE SHEET OF PAPER. SUCH INFORMATION SHOULD BE FOR THE LAST THREE (3) YEARS.

I HEREBY CERTIFY THAT ALL THE INFORMATION SUPPLIED IS COMPLETE AND TRUE.

_____ SIGNATURE

_____ DATE

_____ TITLE

STATE OF CONNECTICUT
DEPARTMENT OF CORRECTION
PURCHASING DEPARTMENT
24 Wolcott Hill Road
Wethersfield, CT 06109

BID PROPOSAL

Bid No:	Bid Opening Date:	Bid Opening Time:
16DOC0511AA	May 25, 2016	2:00 p.m.

Note: Bidder means Individual/ Sole Proprietor, Partnership or Corporation name.

IMPORTANT: Both pages of this form, Sections 1 through 3 must be completed, signed and returned by the bidder as part of the bid package. Failure to submit both pages constitutes grounds for rejection of your bid.

Section 1 of 3 - **BIDDER INFORMATION**

COMPLETE BIDDER NAME (TRADE NAME, DOING BUSINESS AS)			SSN OR FEIN NUMBER
BIDDER ADDRESS STREET		CITY	STATE ZIP CODE
CONTACT NAME (TYPED OR PRINTED)	PHONE NUMBER (INCLUDE TOLL-FREE NUMBERS)		FAX NUMBER
SIGNATURE OF PERSON AUTHORIZED TO SIGN BIDS ON BEHALF OF THE ABOVE NAMED BIDDER			DATE
TYPE OR PRINT NAME OF AUTHORIZED PERSON			TITLE OF AUTHORIZED PERSON
BIDDER E-MAIL ADDRESS	BIDDER WEB SITE		

IS YOUR BUSINESS A: ____PROPRIETORSHIP (INDIVIDUAL) ____PARTNERSHIP OR ____CORPORATION?
(TYPE OF CORPORATION - _____)

IS YOUR BUSINESS **CURRENTLY** A DAS *CERTIFIED* SMALL BUSINESS ENTERPRISE? ____ *YES (ATTACH CERTIFICATE COPY TO BID)* ____ NO

IF YOUR BUSINESS IS A ***PARTNERSHIP***, YOU **MUST** ATTACH THE NAMES AND TITLES OF ALL PARTNERS TO THIS BID WHEN RETURNED.

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

IS YOU ARE A ***STATE EMPLOYEE***, INDICATE YOUR POSITION, AGENCY NAME & ADDRESS:

IS YOUR BUSINESS REPORTABLE TO THE IRS? ____ YES ____NO IF YES, A 1099/W2 WILL BE MAILED TO YOU AT YEAR-END.

REMITTANCE INFORMATION: IN *THIS BOX, INDICATE THE REMITTANCE ADDRESS OF YOUR BUSINESS IF DEFFERENT FROM ABOVE.*

BID PROPOSAL

Bid No: 16DOC0511AA

Section 2 of 3 - **IMPORTANT INFORMATION FOR BIDDERS**

AFFIRMATION OF BIDDER: The undersigned bidder affirms and declares:

1. That this proposal is executed and signed by said bidder with full knowledge and acceptance of the provisions of the STANDARD BID AND CONTRACT TERMS AND CONDITIONS (3 pages) of current issue and in effect on the date of bid issue. The form Standard Bid and Contract Terms and Conditions are made a part of the contract.

2. That should any part of this proposal be accepted in writing by the Department of Correction within thirty (30) calendar days from the date of bid opening unless an earlier date for acceptance is specified by bidder in proposal schedule, said bidder will furnish and deliver the commodities and/or service for which this proposal is made, in the quantities and at the prices bid, and in compliance with the provisions of the STANDARD BID AND CONTRACT TERMS AND CONDITIONS, SECURITY REGULATIONS AND PROPOSAL SCHEDULE. Should award of any part of this proposal be delayed beyond the period of thirty (30) days of an earlier date specified by the bidder in proposal schedule, such award shall be conditioned upon bidder's acceptance.

3. Acceptance of the conditions set forth herein, agreement in strict accordance therewith, and will furnish and deliver the commodities and/or services to the Department of Correction named in the PROPOSAL SCHEDULE at the prices bid therein.

4. **Should the Department of Correction determine that bidder has not completed Section 3 - Bidder Debarment and/or Suspension included as part of this document, then such determination may be just cause for disqualification from the evaluation of this bid.**

Section 3 of 3 - **BIDDER DEBARMENT AND/OR SUSPENSION**

The undersigned bidder further affirms and declares that neither the bidder and/or any company official nor any subcontractor to the bidder and/or any company official has received any notices of debarment and/or suspension from contracting with the State of Connecticut or the Federal Government.

____ Yes ____ No

The undersigned bidder further affirms and declares that neither the bidder and/or any company official nor any subcontractor to the bidder and/or any company official has received any notices of debarment and/or suspension from contracting with other states within the United States.

____ Yes ____ No

If the undersigned bidder and/or company official or any subcontractor to the bidder and/or any company official has received notices of debarment and/or suspension with the State of Connecticut, other states within the United States or Federal Government, said notices must be attached to this document when submitting this proposal.

Number of notices attached _____.

SIGNATURE OF AUTHORIZED PERSON IN SECTION 1, CONSTITUTES AGREEMENT WITH ALL PROCEDURES INDICATED ABOVE.

STATE OF CONNECTICUT

Bid No:
16DOC0511AA

Department of Correction Contractor Security Requirements
2/20/14

A. Facility Admittance

(1) Contractors shall not allow any of their employees to enter the grounds of or any structures in any Department of Correction ("DOC") facility ("Facility") or undertake any part of the Performance unless the employees shall have first been issued an individual, valid, security identification badge which they shall display properly at all times while at the Facility.

(2) Contractor employees who seek admittance to a DOC Facility must first undergo a background check to confirm their eligibility to be admitted into the DOC Facility. Accordingly, Contractors must obtain from the DOC a form for each such employee and complete and submit that form to DOC at least 10 business days prior to the date that the employee is scheduled to arrive at the DOC Facility for the Performance. Information on the form includes the following:

a) Name
b) Date of Birth
c) Social Security Number
d) Driver's License Number
e) Physical Characteristics (such as age, height, weight, etc.)

B. Official Working Rules

Contractors shall adhere to the following Official Working Rules of the DOC:

(1) All Contractors shall report to the Facility's security front desk for sign-in, regardless of work location, immediately upon arrival at the Facility.

(2) All Contractor personnel shall work under the observation of an assigned correctional officer or supervisor, who will provide escort for the duration of the work.

(3) No verbal or personal contact with any inmates.

(4) Equipment will be checked daily and, when not in use, locked in a secure place as the Facility officials may direct.

(5) Hacksaws, blades and files will remain in the custody of the officer assigned, except when actually being used.

(6) The correctional officials may refuse admittance to any Contractor personnel for any cause the correctional officials deem to be sufficient.

(7) In the event of any emergency, all Contractor personnel will be escorted outside the Facility by correctional officials.

(8) Contractors shall address all questions pertaining to interruptions of service or to safety of the Facility to the appropriate correctional official.

(9) Work at the Facility shall be carried on during the time between 8:00 a.m. and 12:00 Noon and between 12:30 p.m. and 4:30 p.m., the maximum allowable working day being 8 hours.
The Contractor shall not Perform any work at any Facility on any Saturday, Sunday or Holiday, unless DOC determines, in its sole discretion, that there is an emergency.

(10) The Contractor shall ensure that when all equipment is not in use, it will be unusable or be supervised to prevent use by inmates.

(11) The Contractor shall supply to DOC a copy of all material safety data sheets for all products used in the process of construction, construction materials, and products brought onto the Facility.

(12) All Contractors shall sign out at the Facility's security front desk prior to departure following completion of any work.

C. Rules Concerning Department of Correction Facilities

Contractors shall adhere to the Facilities rules ("Facilities Rules") described in this section. At the time that Contractors and Contractor Parties seek to enter a Facility, DOC staff will present to them a document setting forth the following Facilities Rules and extracts of the laws governing the introduction and control of contraband. Contractors and Contractors Parties must read, understand and sign that document as a condition precedent to entering the Facility and as evidence that they understand the consequences imposed for violating these Facilities Rules:

(1) Restricted Areas

All persons except DOC personnel, upon entering the grounds are restricted to the immediate area of their work assignment. In order to go to other areas, Contractor personnel must first obtain written permission from the supervisory correctional official in charge. Only persons having official business will be admitted to construction sites.

(2) Inmates

There may be times when inmates may be working adjacent to or in the same area as construction personnel. All persons are prohibited from accepting or giving anything from and to an inmate. Inmates are accountable to DOC personnel only, no other person shall have any conversation or dealings with inmates without the approval of the DOC supervisory official in charge.

(3) Vehicle Control

Any Contractor personnel entering upon the Facility shall remove the ignition keys of their vehicle and lock the vehicle when they leave it for any reason. Contractors shall ensure that all equipment in, on or around the vehicles is secured and inaccessible to anyone else while in the Facility.

(4) Contraband

Contractors shall not bring clothing or contraband into or onto the Facility's grounds or leave clothing or contraband in a vehicle located on the grounds of the Facility outside of an area designated by DOC personnel. Contraband is defined below and all persons are subject to these DOC Facilities Rules concerning contraband when on the Facility's grounds.

Contractor shall not introduce into or upon, take or send to or from, or attempt the same to or from, the grounds of the Facility anything whatsoever without the knowledge of the Facility supervisor.

"Contraband" means any tangible or intangible article whatsoever which DOC has not previously authorized and may include letters, stamps, tools, weapons, papers, floor implements, writing materials, messages (written and verbal), instruments and the like. Contractors shall discuss any questions regarding such matters with the Facility supervisor immediately upon those questions arising.

Cigarettes and Cell Phones are "contraband." Accordingly, Contractors shall leave them secured inside their locked vehicles in an area designated by DOC personnel.

Failure to comply with these Facilities Rules, in the sole determination of DOC, will result in the Contractor being removed from the Facility.

STATE OF CONNECTICUT

Bid No:
16DOC0511AA

Department of Correction Contractor Security Requirements
2/20/14

D. State Laws Governing Unauthorized Conveyance, Possession or Use of Items, Weapons and Certain Devices

(1) Unauthorized conveyance of certain items brought into the Facility is governed by Conn. Gen. Stat. Sec. 53a-174, which provides as follows:

a) Any person not authorized by law who conveys or passes or causes to be conveyed or passed, into any correctional or humane institution or the grounds or buildings thereof, or to any inmate of such an institution who is outside the premises thereof and known to the person so conveying or passing or causing such convey or passing to be such an inmate, any controlled drug, as defined in section 21a-240, any intoxicating liquors, any firearm, weapon, dangerous instruments or explosives of any kind, any United States currency, or any rope, ladder or other instrument or device for use in making, attempting or aiding an escape, shall be guilty of a class D felony. [Penalty for a Class "D" felony per Sec. 53a-35 subsection a, b, c, d is a term not to exceed five (5) years.] The unauthorized conveying, passing, or possessing of any rope or ladder or other instrument or device, adapted for use in making or aiding an escape, into any such institution or the grounds or building thereof, shall be presumptive evidence that it was so conveyed, passed or possessed for such use.

b) Any person not authorized by law who conveys into any such institution any letter or other missive which is intended for any person confined therein, or who conveys from within the enclosure to the outside of such institution any letter or other missive written or given by any person confined therein, shall be guilty of a class A misdemeanor. [Penalty for a Class "A" misdemeanor per Sec. 53a-36 subsection 1, the term is not to exceed one (1) year.]

c) Any person or visitor who enters or attempts to enter a correctional institution or Facility by using a misleading or false name or title shall be guilty of a class A misdemeanor.

(2) Possession of weapons or dangerous instruments in the Facility is governed by Conn. Gen. Stat. Sec.53a-174a, which provides as follows:

a) A person is guilty of possession of a weapon or dangerous instrument in a correctional institution when, being an inmate of such institution, he knowingly makes, conveys from place to place or has in his possession or under his control any firearm, weapon dangerous instrument, explosive, or any other substance or thing designed to kill, injure or disable.

b) Possession of a weapon or dangerous instrument in a correctional institution is a class B felony. [Penalty for a Class "B" felony per Sec. 53a-35 subsection a, b, c, d is a term not to exceed twenty (20) years.]

(3) Conveyance or use of electronic or wireless communication devices in the Facility is governed by Conn. Gen. Stat. Sec. 53a-174b, which provides as follows:

a) A person is guilty of conveyance or use of an electronic wireless communication device in a correctional institution when such person, without authorization by the Commissioner of Correction or the commissioner's designee, (1) conveys or possesses with intent to convey an electronic wireless communication device to any inmate of a correctional institution while such inmate is in such institution, or (2) uses an electronic wireless communication device to take a photographic or digital image in a correctional institution.

b) Conveyance or use of an electronic wireless communication device in a correctional institution is a class A misdemeanor.

Signed: _____ Date: _____

STATE OF CONNECTICUT

COMMISSION ON
HUMAN RIGHTS AND OPPORTUNITIES (CHRO)
CHRO-4

Bid Number:
16DOC0511AA

CONTRACT COMPLIANCE REGULATIONS
NOTIFICATION TO BIDDERS

The contract to be awarded is subject to contract compliance requirements mandated by Sections 4a-60 and 4a-60a of the CONN. GEN. STAT.; and, when the awarding agency is the State, Sections 46a-71(d) and 46a-81i(d) of the CONN. GEN. STAT. 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 the awarding of all contracts covered by Sections 4a-60 and 46a-71(d) of the CONN. GEN. STAT.

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 CONN. GEN. STAT. 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 CONN. GEN. STAT. as "(1) Black Americans... (2) Hispanic Americans... (3) persons who have origins in the Iberian Peninsula... (4) Women... (5) Asian Pacific American and Pacific Islanders; (6) American Indians..." A business owned by an individual(s) with a physical disability is also a minority business enterprise as provided by Section 32-9e of the CONN. GEN. STAT. The above definitions apply to the contract compliance requirements by virtue of Section 46a-68j-21(11) of the Contract Compliance

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 inclusive, of the Regulations of Connecticut State Agencies;
(C) the bidder's promise to develop and implement a successful affirmative action plan;
(D) the bidder's submission of EEO-1 data indicating that the composition of its workforce is at or near parity when compared to the racial and gender composition of the workforce in the relevant labor market area; and,
(E) the bidder's promise to set aside a portion of the contract for legitimate minority business enterprises. See Section 46a-68j-30(10)(E) of the Contract Compliance Regulations.

INSTRUCTIONS AND OTHER INFORMATION

The following two (2) sided <u>BIDDER CONTRACT COMPLIANCE MONITORING REPORT</u> 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 bidder's 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 32-9e 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 non-profit corporation shall be construed to be a small contractor if such nonprofit corporation meets the requirements of subparagraphs (A) and (B) of subdivision 32-9e CONN. GEN. STAT.

STATE OF CONNECTICUT

COMMISSION ON HUMAN RIGHTS AND OPPORTUNITIES (CHRO)

CHRO-4

Bid Number:

16DOC0511AA

2) Description of Job Categories (as used in Part IV Bidder Employment Information)

Officials, Managers and Supervisors - Occupations requiring administrative personnel who set broad policies, exercise over-all responsibility for execution of these policies, and direct individual departments or special phases of a firm's operations. Includes officials, executives, middle management, plant managers, department managers, and superintendents, salaried forepersons who are members of management, purchasing agents and buyers, and kindred workers.

Professionals - Occupations requiring either college graduation or experience of such kind and amount as to provide a comparable background. Includes: accountants and auditors, airplane pilots and navigators, architects, artists, chemists, designers, dietitians, editors, engineers, lawyers, librarians, mathematicians, natural scientists, personnel and labor relations workers, physical scientists, physicians, social scientists, teachers, kindred workers.

Technicians - Occupations requiring a combination of basic scientific knowledge and manual skill which can be obtained through about 2 years of post high school education, such as is offered in technical institutes and junior colleges, or through equivalent on-the-job training. Includes: draftspersons, engineering aides, junior engineers, mathematical aides, nurses, photographers, radio operators, scientific assistants, surveyors, technical illustrators, technicians (medical, dental, electronic, physical sciences), and kindred workers.

Sales Workers - Occupations engaging wholly or primarily in direct selling. Includes: advertising agents and sales persons, insurance agents and brokers, real estate agents and brokers, stock and bond salespersons, demonstrators, sales people and sales clerks, and kindred workers.

Office and Clerical Workers - Includes all clerical type work regardless of level of difficulty, where the activities are predominantly non-manual though some manual work not directly involved with altering or transporting the products is included. Includes: bookkeepers, cashiers, collectors (bills and accounts), messengers and office workers, office machine and computer operators, shipping and receiving clerks, stenographers, typists and secretaries, telegraph and telephone operators, and kindred workers.

Skilled Workers - Manual workers of relatively high skill level having a thorough and comprehensive knowledge of the processes in their work. They exercise considerable independent judgment and usually receive an extensive period of training. Includes: building trades hourly paid forepersons and leadpersons who are not members of management, mechanics and repair people, skilled machining occupations, compositors and typesetters, electricians, engravers, job setters (metal), motion picture projectionists, pattern and model makers, stationary engineers, tailors, and kindred workers.

Semi-Skilled Workers - Workers who operate machine or processing equipment or perform other factory type duties of intermediate skill level which can be mastered in a few weeks and require only limited training.

Unskilled Workers - Workers in manual occupations which generally require no special training. Perform elementary duties that may be learned in a few days and require application of little or no independent judgment. Includes: garage laborers, car washers and greasers, gardeners (except farm) and grounds keepers, longshore persons and stevedores, wood cutters and choppers, laborers performing lifting, digging, mixing, loading, and pulling operations, and kindred workers.

Service Workers - Workers in both protective and non-protective service occupations. Includes: attendants (hospital and other institution, professional, and personal service), barbers, cleaning workers, cooks (except house-hold), counter and fountain workers, fire fighters, police officers and detectives, security workers and doorkeepers, stewards, janitors, porters, food servers and kindred workers.

Apprentices - Persons employed in a program including work training and related instruction to learn a trade or craft which is traditionally considered an apprenticeship, regardless of whether the program is registered with a state or federal agency.

Trainees - Persons engaged in a formal training for craft worker when not trained under an apprenticeship program. Includes: operatives, laborer and service occupations. Also includes persons engaged in formal training for official, managerial, professional, technical, sales, office, and clerical occupations.

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

White (not of Hispanic Origin) - All persons having origins in any of the original peoples of Europe, North Africa, or the Middle East.

Black (not of Hispanic Origin) - All persons having origins in any of the Black racial groups of Africa.

Hispanic All persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race.

Asian or Pacific Islander All persons having origins in any of the original peoples of the Far East, Southeast Asia, Indian subcontinent or Pacific Islands. Includes China, India, Japan, Korea, Philippine Islands, & Samoa.

American Indian or Alaskan Native All persons having origins in any of the original peoples of North America, and who maintain cultural identification through tribal affiliation or community recognition.

STATE OF CONNECTICUT

COMMISSION ON HUMAN RIGHTS AND OPPORTUNITIES (CHRO)

CHRO-4

Bid Number:

16DOC0511AA

BIDDER CONTRACT COMPLIANCE MONITORING REPORT

PART I - Bidder Information

Company Name Street Address City & State Chief Executive	Bidder Federal Employer Identification Number (FEIN) or Social Security Number (SSN)
Major Business Activity (brief description)	Bidder Identification (response optional/definitions on page 1) -Is bidder a small contractor? ☐ Yes ☐ No -Is bidder 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 -Is bidder certified as above by the State of CT (DAS)? ☐Yes ☐ No
Bidder Parent Company (if any)	
Other Locations in CT (if any)	

PART II - Bidder Non-Discrimination Policies & Procedures

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

PART III - Bidder Subcontracting Practices

1. Will the work of this contract include subcontractors or suppliers? ☐ Yes ☐ No

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

   1b. Will the work of this contract require additional subcontractors or suppliers other than those identified in 1a. above? ☐ Yes ☐ No

STATE OF CONNECTICUT

COMMISSION ON HUMAN RIGHTS AND OPPORTUNITIES (CHRO)

CHRO-4

Bid Number:

16DOC0511AA

PART IV - Bidder Employment Information

JOB CATEGORY	OVERALL TOTALS	WHITE (NOT OF HISPANIC ORIGIN)		BLACK (NOT OF HISPANIC ORIGIN)		HISPANIC		ASIAN / PACIFIC ISLANDER		AMERICAN INDIAN OR ALASKAN NATIVE	
		Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
Officials/Managers											
Professionals											
Technicians											
Sales Workers											
Office/Clerical											
Craft Workers (Skilled)											
Laborers (Unskilled)											
Service Workers											
TOTALS ABOVE											
Total One Year Ago											
FORMAL ON-THE-JOB TRAINEES (ENTER FIGURES FOR THE SAME CATEGORIES AS ARE SHOWN ABOVE)											
Apprentices											
Trainees											

According to the above employment report, is the composition of your workforce at or near parity when compared with the racial and gender composition of the workforce in the relevant labor market area? ☐ Yes ☐ No

PART V - Bidder Hiring and Recruitment Practices

1. Which of the following recruitment sources are used by you? (Check yes or no, and report percentage used)

SOURCE	YES	NO	% of applicants provided by source
State Employment Service			
Private Employment Agencies			
Schools and Colleges			
Newspaper Advertisement			
Walk Ins			
Present Employees			
Minority/Community Organizations			
Labor Organizations			
Others (please identify)			

2. Check (✓) any of the requirements listed below that you use as a hiring qualification.

(✓)	
	Work Experience
	Ability to Speak or Write English
	Written Tests
	High School Diploma
	College Degree
	Union Membership
	Personal Recommendation
	Height or Weight
	Car Ownership
	Arrest Record
	Wage Garnishment

3. Describe below any other practices or actions that you take which show that you hire, train, and promote employees without discrimination.

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 misstatement 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

OSHA COMPLIANCE
SP-12 NEW 11/97

STATE OF CONNECTICUT

Bid Number: 16DOC0511AA

Certificate of Compliance with Connecticut General Statute Section 31 - 57b

I hereby certify that all of the statements herein contained below have been examined by me, and to the best of my knowledge and belief are true and correct.

The _____ **HAS / HAS NOT**
Company Name (Cross out Non-applicable)

been cited for three (3) or more willful or serious or serious violations of any Occupational Safety and Health Act (OSHA) or of any standard, order or regulation promulgated pursuant to such act, during the three year period preceding the bid, provided such violations were cited in accordance with the provisions of any State Occupational Safety and Health Act of 1970, and not abated within the time fixed by the citation and such citation has not been set aside following appeal to the appropriate agency of court having jurisdiction or **HAS / HAS NOT** (Cross out Non-applicable) received one or more criminal convictions related to the injury or death of any employee in the three-year period preceding the bid.

The list of violations (if applicable) is attached.

_____
(Name of Firm, Organization or Corporation)

Signed: _____
Written Signature:

_____
Name Typed: *(Corporation Seal)*

Title: _____
(Title of Above Person, typed)

Dated: _____

State of)

County of) ***ss:*** ***A.D., 20***_____
)

Sworn to and personally appeared before me for the above, _____,
(Name of Firm, Organization, Corporation)

Signer and Sealer of the foregoing instrument of and acknowledged the same to be the free act and deed of

_____, and his/her free act and deed as
(Name of Person appearing in front of Notary or Clerk)

_____.
(Title of Person appearing in front of Notary or Clerk)

My Commission Expires: _____
(Notary Public) *(Seal)*

FOR YOUR INFORMATION

Certificate (of Authority)

The Certificate of Authority is a document stating the name and title of the person resolved (through a corporate resolution) and authorized to legally bind the organization to contractual agreements on its behalf.

Instructions for completing the **Certificate** (of Authority)

The Certificate (Authority) to Accompany the Bid Proposal Form:

1. 1st Paragraph:
   a. First, enter the name and title of the individual signing the Certificate (of Authority).
   b. Second, enter the name the entity (exactly as it shows on the Secretary of State registry).
   c. Third, enter the name of the state or commonwealth the entity is registered in.
   d. Fourth, enter the date the resolution was adopted by the governing body. This date is on or before the date the Bid Proposal is signed.

   e. Fifth, enter the name of the state or commonwealth the entity is registered in.

2. 2nd Paragraph:
   a. Enter the name and title of the individual signing bid documents for the entity.
   b. Second, enter the name of the entity (exactly as it shows on the Secretary of State registry).

3. Last Paragraph:
   a. Enter the Witness date, this will likely be the date of execution of the Bid Proposal form.
   The Date should not be before the date of execution of the bid proposal.

The Certificate (Authority) to Accompany the Contract:

4. 1st Paragraph:
   a. First, enter the name and title of the individual signing the Certificate (of Authority).
   b. Second, enter the name the entity (exactly as it shows on the Secretary of State registry).
   c. Third, enter the name of the state or commonwealth the entity is registered in.
   d. Fourth, enter the date the resolution was adopted by the governing body. This date is on or before the date the Contract is signed.
   e. Fifth, enter the name of the state or commonwealth the entity is registered in.

5. 2nd Paragraph:
   a. First enter the name and title of the individual signing contract documents for the entity.
   b. Second, enter the name of the entity (exactly as it shows on the Secretary of State registry).

6. Last Paragraph:
   a. Enter the Witness date, this will be the date of execution of the Contract.
   The Date should not be before the date of execution of the Contract.

CERTIFICATE

I _____, _____
(Signer's name) (Signer's title)

of _____, an entity lawfully organized
(Name of entity)

and existing under the laws of _____, do hereby certify that the
(Name or State or Commonwealth)

following are true and correct copies of resolutions 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 resolutions have not been
(Name or State or Commonwealth)

modified, rescinded or revoked, and are at present in full force and effect.

RESOLVED: That _____, _____
(Name and title of signer of contract documents)

of _____ is empowered and authorized, on behalf of the entity,
(Name of entity)

to execute and deliver contracts and amendments thereto, and all documents required by the Governor, the Connecticut Department of Correction, and the Office of the Attorney General associated with such contracts and amendments.

IN WITNESS WHEREOF, the undersigned has executed this certificate this _____ day of _____, 20__.

_____ _____
Sign name: Title:

_____
Print name:

FORM A

Bid Number: 16DOC0511AA

STATE OF CONNECTICUT

NONDISCRIMINATION CERTIFICATION — Representation By Individual For All Contract Types Regardless of Value

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

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INSTRUCTIONS:

For use by an individual who is not an entity (corporation, limited liability company, or partnership) when entering into any contract type with the State of Connecticut, regardless of contract value. Submit to the awarding State agency prior to contract execution.

REPRESENTATION OF AN INDIVIDUAL:

I, _____ , of _____ ,
Signatory Business Address

represent that I will comply with the nondiscrimination agreements and warranties of Connecticut General Statutes §§ 4a-60(a)(1)and 4a-60a(a)(1), as amended.

_____ _____
Signatory Date

_____
Printed Name

STATE OF

FORM B

Bid Number: 16DOC0511AA

STATE OF CONNECTICUT

NONDISCRIMINATION CERTIFICATION — Representation By Entity

For Contracts Valued at Less Than $50,000

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

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INSTRUCTIONS:

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

REPRESENTATION OF AN ENTITY:

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

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

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

_____ and that _____
Name of Entity Name of Entity

has a policy in place that complies with the nondiscrimination agreements and warranties of Connecticut

General Statutes §§ 4a-60(a)(1) and 4a-60a(a)(1), as amended.

_____ _____
Authorized Signatory Date

_____
Printed Name