

EXHIBIT A

DESCRIPTION OF GOODS & SERVICES AND ADDITIONAL TERMS & CONDITIONS

1. DESCRIPTION OF GOODS AND SERVICES:

Contractor shall provide for the identification, profiling, characterization, removal and disposal of various liquid, semisolid and solid wastes to include but not be limited to used waste oil, antifreeze, pesticides, and various chemical wastes. Contractor shall also provide cleaning and maintenance of oil/water separators. Any and all equipment and/or personal protective equipment required to properly perform the required tasks under this Contract must be provided at no additional cost over the prices set out in Exhibit B. Services will not include excavation or remediation of facilities and or related site work.

2. Scope of Required Services

- (a) **ENVIRONMENTAL COMPLIANCE AND REGULATIONS:** The Contractor shall meet all current and future State and Federal environmental provisions pertaining to the transportation and disposal of regulated waste and hazardous waste. The Contractor must possess at all times during the Contract term a Hazardous Waste Transporters Permit issued by the Connecticut Department of Energy and Environmental Protection ("CTDEEP").

- (b) **WASTE PROFILES:** The Contractor shall complete, at its own expense, waste profiles of all waste streams for signature by the Client Agency and or generator of the hazardous waste stream prior to waste removal from the Client Agency premises. Such profiles will either be based on generator knowledge of process or analytical testing. The State will make the sole decision as to whether there has been a change in process that could change the characteristics of an existing waste stream. Each time a change in process occurs that affects the disposal characteristics, the generator will notify the Contractor prior to scheduling the next waste pickup. Should the generator be unable to provide waste characterization information based on its knowledge of process, the Contractor may be required to perform waste characterization testing. The Contractor will be allowed to charge a lump sum amount for each waste characterization testing requested by the Client Agency (see Exhibit B Item 1.N.). Alternatively, the State may, at its discretion, have such analytical characterization performed elsewhere and supply the analytical data to the Contractor. In all cases, the Contractor will then issue a waste profile at no cost to the State. The Contractor will issue updated waste profiles at least annually or more frequently if required. All results of testing performed on waste removed under this Contract for the Contractor's facility permit compliance program must be supplied to the State. No charges will be allowed for testing required for the Contractor's permit compliance. The Contractor will provide a complete list of existing waste profiles for any Client Agency upon request and delete outdated profiles from such list upon receipt of written notice (including e-mail) from the State.

- (c) **MANIFEST:** The Contractor must properly complete all manifests, including any required Land Disposal Restriction ("LDR") notifications, required by Federal or State regulations for signature by a Client Agency representative. Disposal of waste must be carried out in accordance with said

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- regulations. The Contractor shall distribute to the Client Agency the appropriate copies of the manifest as required by applicable regulations or Client Agency request.
- (d) **TRANSPORTATION:** All prices submitted on the Exhibit B Price schedule as well as any future quotations for items not identified on the Exhibit B Price schedule include transportation costs.
 - (e) **DISPOSAL:** Disposal rates are based on the particular characteristics of each waste stream. Contractors shall be licensed by the appropriate regulatory authorities to remove and transport any and all waste streams listed on the Exhibit B Price Schedule. Disposal of materials must take place at a facility holding valid State and Federal permits (as applicable) for each particular type of waste stream material. Contractor shall provide copies of facility permits to the using Client Agency upon request.
 - (f) **REQUEST FOR REMOVAL OF VARIOUS ITEMS:** The Contractor shall remove waste streams as required by the using Client Agency. Client Agency personnel and Contractors will be expected to work together to develop schedules that are mutually acceptable and efficient for the proper disposal of all wastes within regulatory time constraints.
 - (g) **DISPOSAL RATES FOR WASTE OIL AND OTHER CONTAMINANTS:** Exhibit B Items 1F, & 1G removal, transportation and disposal rates are based on an analysis of each particular waste oil. Contaminated oil (oil containing 1,000 PPM or greater of total halogens) is identified as Exhibit B item 1F. Halogens are defined as any of a group of five (5) chemically related, non-metallic elements that include fluorine, chlorine, bromine, iodine & astatine. Vehicle waste liquids (including contaminated waste oil) with a flash point below 100 degrees Fahrenheit are identified as Item 1G. The halogen test(s) must be done on the Client Agency's premises at no additional charge to the per gallon disposal fee for waste oil listed in Exhibit B.
 - (h) Waste oil with a flash point between 100-200 degrees Fahrenheit is identified as Exhibit B Item 1E. The Contractor shall Charge the Client Agency a per gallon rate for removal and disposal of the waste oil, provide the removal and disposal of the waste oil at no charge or offer a credit due to the Client Agency for the removal and disposal of the waste oil as indicated in Exhibit B Waste oil for credit due the Client Agency, shall have a receipt produced for each Client Agency pick up based on the Contractor's truck metered quantity of waste oil removed. The receipt shall be counter-signed by a Client Agency representative at the time of removal and pick up. In the event of a discrepancy between the Contractors' metered quantity and the Client Agency's calculated quantity, the Client Agency's quantity will be used. No waste oil will be removed from a Client Agency site without the presence of a Client Agency representative to witness the removal and verify the quantity of the waste oil removed. Any credit due the Client Agency must be paid in full to the Client Agency in full within ten (10) days after removal of the waste oil. Payment must be made via certified check drawn to the order of Treasurer, State of Connecticut. Contractor(s) Service rates for this item may differ and are found in the Exhibit B.
 - (i) **PAINT BOOTH FILTERS:** The Contractor shall supply, on request, appropriate containers at no charge for the collection and disposal of various paint impregnated filters identified on the Exhibit

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- B Price schedule as Items 1M-1 and 1M-2. The cost of the container is included in the removal, transportation and disposal charge based on either cubic yard or 55 gallon drum.
- (j) OIL/WATER SEPARATOR CLEANING AND DISPOSAL: Exhibit B Price Schedule Items 2 A and B include all travel expenses for oil/water separator/coalescers cleaning to include labor, removal, transportation and disposal. All separators /coalescers must be cleaned and inspected in accordance with the manufacturer's suggested maintenance procedures and in accordance with all confined space regulations. The Contractor, as part of these requirements, must purchase as many complete sets of parallel plate coalescers as it would use in a day so that upon the completion of an individual separator cleaning, the Contractor can install a new set, taking the dirty set back to be cleaned at the Contractor's facility. These plates cannot be cleaned on State property; therefore, if the Contractor plans to clean two sites a day, two sets of plates will be needed. No extra charge will be paid for removed plate set cleaning or disposal of the waste material generated in the cleaning. All oil/water separators must be fully recharged by the Contractor with clean water prior to the Contractor leaving the Client Agency premises. Prior to departure from a Client Agency facility, the Contractor shall provide written documentation to the using Client Agency stating that the separator was fully cleaned and inspected in accordance with the manufacturer's requirements. Separators are considered confined spaces by OSHA regulations and the Contractor shall comply with all applicable OSHA regulations. As part of the oil/water separator cleaning, all sand traps preceding the oil/water separator must be cleaned. All hold down, manway, and cover bolts which are missing or broken must be replaced and repaired with anti-seize applied to all bolts.
- (k) SAND TRAP AND FLOOR DRAIN CLEANING: Exhibit B item 2C consists of removing and disposing of sediment from sand traps and catch basin style floor drains (separately from the oil/water separator cleaning above). Sediment from trench drain style drains may also be disposed of under this item if State forces manually remove the sediment and place it into a temporary container for collection by the Contractor. Per cubic yard pricing (CY) of sediment includes all equipment, labor, Personal Protective Equipment PPE and confined space entry (where needed) to remove sediments from the system and to profile, manifest, transport and dispose of such sediments.
- (l) SEDIMENT SURCHARGES: Sediment surcharges are not be allowed for any work under the Contract except Exhibit B item 2C as described in (k) above.
- (m) CONTAINMENT BINS: The equipment described in Exhibit B line item 3 must be supplied by the Contractor in the quantities and sizes requested by the Client Agency at no additional charge beyond the removal, transportation and disposal fee. A separate wheeled, sealed, and watertight container with a plastic liner may also be requested by the Client Agency should waste being collected be of a corrosive nature. All containers must be clearly marked with their contents.
- (n) CORROSIVE LIQUID WASTE (bulk): The materials described in Exhibit B items 5A & 5B consist primarily of inorganic acids such as hydrochloric, sulfuric, nitric, and phosphoric with or without RCRA levels of heavy metals such as mercury, cadmium, lead, and others. It is possible that a small number of drums may contain primarily organic acids such as acetic, propionic acids, or caustic

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materials. If a proposed treatment method produces both liquid and sludge that must be disposed of, the treatment facility must be permitted by State and Federal authorities prior to beginning treatment.

- (o) LAB PACKS (MISCELLANEOUS CHEMICALS): Exhibit B item 6 include typical laboratory and service support chemical wastes to include but not be limited to flammable liquid and solid waste, corrosive liquid and solid waste, organic poisonous waste, oxidizer waste, pesticide waste, preservative waste, and reactive waste. These wastes may be disposed of in three (3) different manners depending on the specific waste product involved. Other hazardous wastes may be periodically generated by the Client Agency. Prices for disposal of these waste type not included on the Exhibit B will be quoted to the Client Agency in accordance with Exhibit B line item 16 at a rate consistent with rates for similar wastes already covered which require a similar method of disposal. Prices shall be based on the price per gallon for the appropriate disposal method including all necessary packing materials (i.e. vermiculite). Disposal prices will apply to 5, 15, 30 or 55-gallon containers which will either be supplied by the Client Agency or by the Contractor under Exhibit B Item 15. Labor allowed under the Exhibit B item 6D may only consist of on-site Contractor labor required to package materials for shipping. The Contractor shall provide an estimate for man-hours for approval by the Client Agency prior to performing any work.
- (p) EMPTY CONTAINERS: Exhibit B item 15 (empty containers) must be provided by the Contractor for on-site storage of wastes or for the on-site packaging of lab packs. All containers must be USDOT shippable or as in the case of open top drums, be able to be made USDOT shippable containers with minimal effort.
- (q) SUPPLEMENTAL Pricing: Exhibit B item 16 covers any and all hazardous waste streams not individually identified in the Exhibit B Price Schedule. The Contractor shall provide a quote to the Client Agency inclusive of all removal, transportation and disposal of any and all unidentified wastes upon Client Agency request. Client Agency reserves the right to accept, decline or re-negotiate the prices for Services quoted by Contractor.
- (r) CONSULTATION SERVICES: The Contractor shall assign a Service representative based in Connecticut to assist Client Agencies with hazardous waste disposal requirements at no cost to the State.
- (s) RESPONSE FOR EMERGENCIES: In the event of an emergency, the Contractor shall be required to respond and be at the Client Agency site ready to begin provision of Services when and as directed by the Client Agency. A minimum response time of four (4) hours following the Client Agency's call is required.
- (t) HOURS OF OPERATION: The Client Agency at its discretion shall schedule and coordinate any and all Services to be performed by the Contractor.

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3. ADDITIONAL TERMS AND CONDITIONS:

(a) Contract Separately/Additional Savings Opportunities

DAS reserves the right to either seek additional discounts from the Contractor or to contract separately for a single purchase, if in the judgment of DAS, the quantity required is sufficiently large, to enable the State to realize a cost savings, over and above the prices set forth in Exhibit B, whether or not such a savings actually occurs.

(b) Mandatory Extension to State Entities

Contractor shall offer and extend the Contract (including pricing, terms and conditions) to political subdivisions of the State (towns and municipalities), schools, and not-for-profit organizations.

(c) P-Card (Purchasing MasterCard Credit Card)

Notwithstanding the provisions of Section 4(b)(2) of the Contract, purchases may be made using the State of Connecticut Purchasing Card (MasterCard) in accordance with Memorandum No. 2011-11 issued by the Office of the State Comptroller.

Contractor shall be equipped to receive orders issued by the Client Agency using the MasterCard. The Contractor shall be responsible for the credit card user-handling fee associated with MasterCard purchases. The Contractor shall charge to the MasterCard only upon acceptance of Goods delivered to the Client Agency or the rendering of Services.

The Contractor shall capture and provide to its merchant bank, Level 3 reporting at the line item level for all orders placed by MasterCard.

Questions regarding the state of Connecticut MasterCard Program may be directed to Ms. Kerry DiMatteo, Procurement Card Program Administrator at 860-713-5072.

(d) Subcontractors

DAS must approve any and all subcontractors utilized by the Contractor in writing prior to any such subcontractor commencing any work. Contractor acknowledges that any work provided under the Contract to any state entity is work conducted on behalf of the State and that the Commissioner of DAS or his/her designee may communicate directly with any subcontractor as the State deems to be necessary or appropriate. Contractor shall be responsible for all payment or fees charged by the subcontractor(s). A performance evaluation of any subcontractor shall be provided promptly by the Contractor to DAS upon request.

Contractor must provide the majority of services described in the specifications.

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(e) Prevailing Wages

Some or all of the Performance may be subject to prevailing wages. Accordingly, the following provision is included in this Contract in accordance with the requirements of Conn. Gen. Stat. Sec. 31-53(a):

The wages paid on an hourly basis to any person performing the work of any mechanic, laborer or worker on the work herein contracted to be done and the amount of payment or contribution paid or payable on behalf of each such person to any employee welfare fund, as defined in subsection (i) of this section, shall be at a rate equal to the rate customary or prevailing for the same work in the same trade or occupation in the town in which such public works project is being constructed. Any Contractor who is not obligated by agreement to make payment or contribution on behalf of such persons to any such employee welfare fund shall pay to each mechanic, laborer or worker as part of such person's wages the amount of payment or contribution for such person's classification on each pay day.

(f) Standard Wages

Contractors shall comply with all provisions of Connecticut General Statutes 31-57f, Standard Wage Rates for Certain Service Workers and shall pay wages in accordance with the current wage rates provided by the Department of Labor. Information regarding this Statute and how and when it applies can be obtained from DOL's web site at <http://www.ctdol.state.ct.us/wgwkstnd/standardwage.htm>. Questions concerning the provisions and implementation of this act should be referred to the Connecticut Department of Labor, Wage and Workplace Standards Division, 200 Folly Brook Blvd., Wethersfield, CT 06109-1114 (860) 263-6790 or his designated representative. A link to the Standard Wages is provided below.

Standard Wages

<http://www.ctdol.state.ct.us/wgwkstnd/prevailing-rates/service/rates-service.htm>

(g) Security and/or Property Entrance Policies and Procedures

Contractor shall adhere to established security and/or property entrance policies and procedures for each requesting Client Agency. It is the responsibility of each Contractor to understand and adhere to those policies and procedures prior to any attempt to enter any Client Agency premises for the purpose of carrying out the scope of work described in this Contract.

(h) Department of Correction Requirements for Contractors who Perform at a Correctional Facility

(1) Facility Admittance

(A) 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.

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(B) 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:

1. Name
2. Date of Birth
3. Social Security Number
4. Driver's License Number
5. Physical Characteristics (such as age, height, weight, etc.)

(2) Official Working Rules

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

- (A) All Contractors shall report to the Facility's security front desk for sign-in, regardless of work location, immediately upon arrival at the Facility.
- (B) 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.
- (C) No verbal or personal contact with any inmates.
- (D) Equipment will be checked daily and, when not in use, locked in a secure place as the Facility officials may direct.
- (E) Hacksaws, blades and files will remain in the custody of the officer assigned, except when actually being used.
- (F) The correctional officials may refuse admittance to any Contractor personnel for any cause the correctional officials deem to be sufficient.
- (G) In the event of any emergency, all Contractor personnel will be escorted outside the Facility by correctional officials.
- (H) Contractors shall address all questions pertaining to interruptions of service or to safety of the Facility to the appropriate correctional official.
- (I) 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.
- (J) The Contractor shall ensure that when all equipment is not in use, it will be unusable or be supervised to prevent use by inmates.
- (K) 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.
- (L) All Contractors shall sign out at the Facility's security front desk prior to departure following completion of any work.

(3) Rules Concerning Department of Correction Facilities

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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:

(A) 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.

(B) 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.

(C) 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.

(D) 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.

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(4) State Laws Governing Unauthorized Conveyance, Possession or Use of Items, Weapons and Certain Devices

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

1. 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.
2. 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.]
3. 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.

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

1. 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.
2. 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.]

(C) 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:

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1. 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.
2. Conveyance or use of an electronic wireless communication device in a correctional institution is a Class A misdemeanor.

(i) Badging Requirements for the Connecticut Airport Authority, Bradley International Airport (the Airport)

- (1) All Contractor employees must pass all standard security requirements (based on activity and location) and pass prescribed driver training before entering Bradley International Airport or engaging in any part of the Performance.
- (2) Contractors shall not allow any of their employees to enter the Airport 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 Airport. The security badge will be issued upon the successful completion of a ten year (10) criminal history records check, and Transportation Security Administration Security Threat Assessment and a training/testing program – all administered by Airport personnel. The cost per person is \$50. This charge is subject to change during the term of the Contract. Persons with felony convictions will be evaluated on an individual basis. The Client Agency may, at any time during the term of the Contract and in its sole discretion, modify the criminal history records check, training, testing program, security and badge requirements. The Contractor shall comply with all such modifications.
- (3) The Contractor shall assign at least one individual, but no more than 3 individuals, to act as an Authorized Supervisor for the airport. Prior to starting Performance, Contractors shall direct the Authorized Supervisors to comply with all of the applicable terms and conditions of this Contract, including doing any and all things which the Authorized Supervisors deem to be necessary or appropriate to ensure full Performance.
- (4) Client Agency shall deliver to the Contractors a copy of the applicable requirements of all federal and state regulations governing aviation security activities prior to Contractors starting Performance. Contractors shall comply fully with all of those requirements and regulations and shall ensure the same for all of their employees who will perform in any way.
- (5) The duties of the Authorized Supervisor are to:
 - (A) read, understand and follow fully all of the requirements of all federal and state regulations governing aviation security activities;

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- (B) notify the security badging office or BDL Airport Operations **immediately** of all employee terminations and transfers in writing, which may include via e-mail.
 - (C) return to the security badging office or BDL Airport Operations a termination form with the terminated or transferred employee's security badge along with all other security-related items that had been issued to the employee, including, but not limited to, keys, gate cards and ramp stickers, no later than twenty-four (24) hours after the effective date of the termination or transfer. If the Authorized Supervisor fails to return timely the badge or other security related-item, the Authorized Supervisor shall submit a termination form no later than one (1) week after the effective date of the termination or transfer, along with a written explanation detailing the course of action that has been taken towards retrieving the outstanding item(s);
 - (D) limit the distribution of security related information only to persons with valid, Bradley International Airport security badges and as requested by the Airport Security Coordinator (ASC) or designated representative ;
 - (E) not presign badging applications and complete the entire Authorized Supervisor section of the badging application for all Contractors employees who will Perform under this Contract;
 - (F) report lost or stolen badges in writing immediately to the security badging office and/or Airport Operations on the standard lost/stolen security badge report.
- (6) Contractors shall ensure that the Authorized Supervisors read, understand and follow all of their prescribed such regulations and requirements. Accordingly, prior to starting Performance, and as a condition precedent to any of Contractors' employees being allowed to enter the Airport to Perform, Contractors shall deliver to the Client Agency a document signed by the Authorized Supervisors in the following form:

**BRADLEY INTERNATIONAL AIRPORT
AUTHORIZED SUPERVISOR'S ACKNOWLEDGMENT AND ACCEPTANCE OF DUTIES**

I, _____, the undersigned, with regard to _____ activities at Bradley International Airport (BDL), accept the assignment as an Authorized Supervisor under a certain Contract between _____ and the State of Connecticut. I acknowledge and accept that as Authorized Supervisor under that Contract that my duties are to and I shall:

1. read, understand and follow fully all of the requirements of all federal and state regulations governing aviation security activities;
2. notify the security badging office or BDL Airport Operations **immediately** of all employee terminations and transfers in writing, which may include via e-mail.
3. return to the security badging office or BDL Airport Operations a termination form with the terminated or transferred employee's security badge along with all other security-

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related items that had been issued to the employee, including, but not limited to, keys, gate cards and ramp stickers, no later than twenty-four (24) hours after the effective date of the termination or transfer. If the Authorized Supervisor fails to return timely the badge or other security related-item, the Authorized Supervisor shall submit a termination form no later than one (1) week after the effective date of the termination or transfer, along with a written explanation detailing the course of action that has been taken towards retrieving the outstanding item(s) ;

4. limit the distribution of security related information only to persons with valid, Bradley International Airport security badges and as requested by the Airport Security Coordinator (ASC) or designated representative ;
5. not resign badging applications and complete the entire Authorized Supervisor section of the badging application for all Contractors employees who will Perform under this Contract; and
6. report lost or stolen badges in writing immediately to the security badging office and/or Airport Operations on the standard lost/stolen security badge report.

With my signature below I am verifying that I have received a copy of, and fully understand these requirements and my obligations and that I shall comply fully.

Company Name	Signature of Authorized Supervisor	Initials
Company Mailing Address	Print Full Name	
City, State, Zip	Title	
Phone Number(s)	Fax No.	E-Mail Address

- (7) Contractors shall pay the Client Agency a fee of \$100 per unreturned badges for any terminated or transferred employee and reimburse the Client Agency, no later than thirty (30) days after receiving an invoice from the Client Agency, for any applicable federal or state amounts, penalties or both for which the Client Agency may be held responsible resulting from the Contractors' failure to follow fully all of the applicable federal and State regulations and other requirements concerning aviation security activities, including, by way of example, but not by way of limitation, \$100 per unreturned badges for any terminated or transferred employee and up to \$11,000 per occurrence for an individual employee's failure to comply with security regulations (including, by way of example, but not by way of limitation, failure to properly display security badge or failure to control access through a controlled access door with a proximity card reader). If Contractors fail to pay the fee or reimburse the Client Agency timely, the Client Agency may, in its sole discretion, demand, and the Contractors shall, return all of the security badges for all of the Contractors' employees. Consequently, DAS shall, at the Client

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Agency's request, terminate the Contract as to those Contractors. DAS and the Client Agency will take into account such Termination as an indication of Contractors' not being responsible in future leasing and contracting opportunities.

- (8) The Client Agency may suspend or terminate security privileges of individual employees pending investigation of any individual who is alleged to have violated any security regulations. Security privileges for the Contractor as an entity may also be suspended or terminated for failure to comply with all security regulations.