

EXHIBIT A

DESCRIPTION OF GOODS & SERVICES AND ADDITIONAL TERMS & CONDITIONS

1. DESCRIPTION OF GOODS AND SERVICES:

(a) Definitions

Qualified Meteorologist – a meteorologist with a formal educational training, with a minimum of a Bachelor's of Science degree in Meteorology or military institution or both.

(b) Required Services

- 1) The Contractor shall provide meteorologists on staff with at least one meteorologist available 24 hours per day, 7 days per week, 365 days per year. All meteorologist staff must hold a Bachelor of Science Degree in Meteorology and three (3) years' experience in forecasting in the Northeast United States region.

Contractor shall provide and maintain a toll-free number for live person-to-person meteorological consultation to the Client Agency as needed 24 hours per day, 7 days per week, 365 days per year, throughout the term of this Contract. The Contractor shall return a voice message or not place the Client Agency representative on hold for longer than five (5) minutes. In either case, anything longer than five (5) minutes will be deemed as noncompliant. The Client Agency shall deduct \$200.00 per occurrence from the next invoice submitted by the Contractor. The consulting meteorologists must be able to answer questions about published weather forecasts and alerts, offer knowledgeable information regarding current and expected weather. When emergency weather advisories are in effect the Contractor shall continually monitor the event and notify the on-duty Client Agency storm room personnel of any changes to the forecast via a telephone call followed up by a revised emergency weather advisory.

- 2) The Contractor shall provide a zone-specific weather planning forecast for nine (9) geographic zones within the State and deliver the forecast to the Client Agency as indicated in section 4 as described below. A map showing the nine (9) geographic zones for weather forecasts is included as Attachment 1.
- 3) The Contractor shall issue the Client Agency two (2) weather planning advisory reports seven (7) days a week Monday through Sunday, one (1) weather planning advisory no later than 7:00 am Eastern Time, and one (1) weather planning advisory no later than 2:00 pm Eastern Time.
- 4) The weather planning advisory report must contain links to a radar map, temperature map, RWIS link, zone specific map and a zone-specific weather map on the document with a written detailed narrative forecast in the following format:

7:00 am Eastern Time:

- (a) mm/dd/yy; now until midnight (morning, afternoon and, evening)
- (b) mm/dd/yy; Midnight until sunrise (overnight)
- (c) mm/dd/yy; daytime hours (sunrise to sunset)

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- (d) mm/dd/yy; sunset to midnight (tomorrow night)
- (e) mm/dd/yy; general outlook for the following 3 days

2:00 pm Eastern Time:

- (a) mm/dd/yy; now until midnight (afternoon and evening)
 - (b) mm/dd/yy; midnight until sunrise (overnight)
 - (c) mm/dd/yy; daytime hours (sunrise to sunset)
 - (d) mm/dd/yy; sunset to midnight (tomorrow night)
 - (e) mm/dd/yy; general outlook for the following 3 days
- 5) The weather planning advisory must include the maximum and minimum temperature in each of the nine (9) geographic zones, general cloudiness, precipitation types and intensity, timing, duration, wind direction and velocity, above normal tides for coastal zones and other relevant data and remarks pertinent to the forecast. In advance of State holidays, the weather forecast must be projected through to the next calendar day.
- 6) The Contractor shall provide the Client Agency additional information in the weather planning advisories as indicated in section (a) through (i) as described below. The weather planning advisory must include written emergency weather advisory forecasts, and pertinent weather maps, which must include anticipated emergency conditions for each geographic zone such as the following:
- (a) hurricanes
 - (b) tropical storms
 - (c) severe thunderstorms
 - (d) major coastal storms
 - (e) snow and ice storms to include all types of wintry precipitation, freezing rain, and sleet.
 - (f) early morning frost-up due to freezing fog, and black ice.
 - (g) strong and gusty winds of 46 to 57 mph for any duration.
 - (h) temperatures and reference to the time onset of heavy precipitation.
 - (i) time of onset of sustained winds forty (40) miles per hour or more; as well as timing regarding cessation of precipitation and diminishment of winds.

A sample of a weather map is attached as Attachment 2.

- 7) Summertime emergency weather advisories must contain information on severe thunderstorms, strong gusty winds, tropical storms, hurricanes and tornado advisories. In addition, radar images must illustrate the path, track, intensity and the height of severe thunderstorms and the most logical areas for the occurrence of tornados.
- 8) Wintertime emergency notifications and advisories must primarily consist of snow and ice storms. The Contractor shall telephone the Client Agency storm monitor three (3) hours in advance of any wintry precipitation or freezing moisture entering the State. The Contractor shall contact the Client Agency storm monitor at the telephone number provided prior to November

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1 of each year.-Unless the forecast changes following the telephone notification to the Client Agency storm monitor, the Contractor shall email the official two (2) hour emergency weather advisory and radar images illustrating the path, track, intensity, snowfall amounts and the most logical areas for snow and ice to occur, maximum wind gusts and marine wave heights in the State to the Client Agency.

- 9) Particular emphasis must be made on precipitation start times within the State. In addition, the emergency weather advisory must include types of precipitation and expected ground accumulations with percentages, duration of storm, temperatures, wind speed and direction, and post storm weather for each geographic zone.
- 10) Once an emergency weather advisory is issued, the Contractor shall issue updated emergency weather advisories every four (4) hours unless there are significant changes which could lead to the issuing of a revised weather advisory at any given time, with the only exception being during the five day work week Monday through Friday where it will be three (3) hours at 2:00 pm, 5:00 pm and 8:00 pm Eastern Time with the 2:00 pm daily forecast being incorporated into the 2:00 pm emergency weather advisory. The emergency weather advisories must continue throughout the day and night until the emergency condition has ended with an all clear in each zone.

(c) Notification

All weather planning advisories and emergency weather advisories must be electronically sent to the e-mail addresses provided below and to the Storm Monitor's e-mail prior to November 1st of each year. All weather advisories must also be faxed to the Client Agency's Emergency Operations Center at fax number 860-594-3476.

E-Mail Addresses:

BDLOPS@bradleyairport.com
DOT-DLHOCNewington@po.state.ct.us

(d) Emergency

In the event of a declared emergency or natural disaster within the State, the Department of Administrative Services ("DAS") and the Client Agency reserves the right to request Goods or Services or both required in this Contract from the Contractor. The Contractor shall make best efforts to provide Goods or Services or both at the time and in the manner specified by DAS and the Client Agency. From the time a request for the Goods or Services or both is made, the Contractor shall acknowledge the request within two (2) hours of receipt of such a request. If the Contractor is unable to respond or provide the requested Goods or Services or both, DAS and the Client Agency reserve the right to procure said Goods or Services or both from another source pursuant to Section 13 of the Contract. The Contractor must supply the Goods or Services or both under emergency circumstances in a timely manner as requested by the Client Agency.

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(e) Meetings

The Client Agency shall request no more than two meetings as needed at a time and location specified by the Client Agency. Contractor shall attend such meetings at no additional cost.

(f) Consultation

The Contractor shall provide person-to-person live consultation by telephone, with a Qualified Meteorologist at any time before or during emergency conditions requested by the Client Agency. Emergency conditions constitute snow, freezing rain / ice storms, hurricanes and tropical storms. The Contractor shall provide clarification of forecast or a brief update on current or future weather conditions. The Contractor shall provide road weather information to share and translate weather forecasts into consistent transportation impact statements for the public in calls with the Client Agency, National Weather Service and possibly local Television. Contractor shall provide and host pre-storm conference call briefings for the Client Agency maintenance operations staff for any type of emergency weather advisory. The Contractor shall provide a toll-free conference call number to support up to 12 authorized participants simultaneously. An initial briefing must be scheduled approximately 24 hours in advance of the event. For snow and ice storms the briefing must include the following information:

- Expected storm behavior with amount, type, start and stop times of significant precipitation.
- Pavement temperatures and forecasts
- Storm probabilities and any alternate storm behaviors that may be experienced.
- Wind speed and direction; especially with respect to blowing/drifted snow.
- Post storm conditions such as, but not limited to, blowing/drifted snow, temperatures and re-freeze of pavement.

(g) Delivery

If the Contractor fails to deliver weather planning advisory reports within thirty (30) minutes of 7:00 am and 2:00 pm Eastern Time as specified under Section (b)(4) "Required Services" above in this Exhibit A, Contractor shall be considered as noncompliant. The Client Agency shall deduct \$50.00 for each noncompliant forecast from the next invoice submitted by the Contractor.

(h) Certifications and Licenses

The Contractor shall maintain and ensure all applicable licenses and certifications listed on Attachment 3 are current during the term of this Contract. Contractor shall immediately notify the Client Agency by written notice if any of Contractor's licenses or certifications or both are revoked, expired or suspended.

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The Client Agency may request the Contractor or subcontractor, as applicable, to provide proof of any required licenses and certifications at any time during the term of the Contract.

(i) Purchase Orders and Invoicing

The Client Agency shall issue purchase orders. Contractor shall not perform services without receiving a purchase order number from the Client Agency. Questions concerning purchase orders are to be directed to the Client Agency processing unit at 860-594-2070.

The Contractor shall provide detailed invoices to the Client Agency.

All invoices must include the following:

- 1) Contractor F.E.I.N. or Social Security number.
- 2) Contractor name and billing address.
- 3) Project number, if applicable.
- 4) Invoice number and date.
- 5) Purchase order number.
- 6) Itemized description of services or material supplied.
- 7) Adjustments, if applicable.
- 8) Quantity, unit, unit price, and extended amount.
- 9) Ticket numbers corresponding to each invoice must be listed or attached to the company invoice as a separate sheet, if applicable.
- 10) Payments may be delayed if the invoice form is not properly completed.
- 11) For prompt payment processing, please mail invoices to the following address:

Department of Transportation
Accounts Payable SW2A
P.O. Box 317546
Newington, CT 06131-7546

2. 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) 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.

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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.

(c) 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.

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

Contractor shall adhere to established security or property entrance policies and procedures or both 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.