

CONTRACT SUPPLEMENT  
SP-37 - Rev. 4/28/14  
Prev. Rev. 3/12/14

Melissa Marzano  
Contract Analyst

860-713-5051  
Telephone Number

# STATE OF CONNECTICUT

DEPARTMENT OF ADMINISTRATIVE SERVICES

PROCUREMENT DIVISION  
165 Capitol Avenue, 5<sup>th</sup> Floor South

HARTFORD, CT 06106-1659

CONTRACT AWARD NO.:

03PSX0405

Contract Award Date:

Bid Due Date:

SUPPLEMENT DATE:

18 January 2016

## CONTRACT AWARD SUPPLEMENT #9

**IMPORTANT: THIS IS NOT A PURCHASE ORDER. DO NOT PRODUCE OR SHIP WITHOUT AN AGENCY PURCHASE ORDER.**

DESCRIPTION: Custodial Services for 25 Sigourney St, Hartford.

FOR: DAS Bureau of Facility and Property Management

TERM OF CONTRACT: **02-01-2004 through extended indefinitely in accordance with Public Act 13-227.**

AGENCY REQUISITION NUMBER:

CHANGE TO IN STATE (NON-SB) CONTRACT VALUE	CHANGE TO DAS-CERTIFIED SMALL BUSINESS CONTRACT VALUE	CHANGE TO OUT OF STATE CONTRACT VALUE	CHANGE TO TOTAL CONTRACT AWARD VALUE

**NOTICE TO CONTRACTORS:** This notice is not an order to ship. Purchase Orders against contracts will be furnished by the using agency or agencies on whose behalf the contract is made. INVOICE SHALL BE RENDERED DIRECT TO THE ORDERING AGENCY.

**NOTE:** Dollar amounts listed next to each contractor are possible award amounts, however, they do not reflect any expected purchase amounts (actual or implied). They are for CHRO use only.

**NOTICE TO AGENCIES:** A complete explanatory report shall be furnished promptly to the Procurement Manager concerning items delivered and/or services rendered on orders placed against awards listed herein which are found not to comply with the specifications or which are otherwise unsatisfactory from the agency's viewpoint, as well as failure of the contractor to deliver within a reasonable period of time specified. Please issue orders and process invoices promptly.

**CASH DISCOUNTS:** Cash discounts, if any, shall be given SPECIAL ATTENTION, but such cash discount shall not be taken unless payment is made within the discount period.

**PRICE BASIS:** Unless otherwise noted, prices include delivery and transportation charges fully prepaid f.o.b. agency. No extra charge is to be made for packing or packages.

### CONTRACTOR INFORMATION:

REFER TO THE CONTRACT ON THE DAS PROCUREMENT WEB PAGE FOR THE MOST CURRENT CONTRACTOR INFORMATION. (<http://das.ct.gov/mp1.aspx?page=8>)

Company Name: **Connecticut Community Providers Association, Inc.**

Company Address: **35 Cold Spring Road, Suite 522, Rocky Hill, CT 06067**

Tel. No.: **860-257-7909**

Fax. No.:

Contract Value: \$

Contact Person: **Kirk Springsted**

Company E-mail Address and/or Company Web Site: [kspringsted@ccpa-inc.org](mailto:kspringsted@ccpa-inc.org) [www.ccpa-inc.org](http://www.ccpa-inc.org)

Certification Type (SBE, MBE or None): **SBE**

Agrees to Supply Political Sub-Divisions: **NO**

Prompt Payment Terms: **0% 00 Net 30**

### PLEASE NOTE:

Supplement 9 issued to reflect a Contract Second Amendment Agreement.

- Section 1, (Definitions) of the Agreement is updated.
- Section 4, (Payments) of the Agreement is updated.
- Section 31, (Executive Orders) of the Agreement is updated.
- Section 32, (Non-discrimination) of the Agreement is updated.
- Section 59 is added to the Agreement and entitled, "Emergency Standby for Goods and/or Services".
- Section 60 is added to the Agreement and entitled, "Entirety of Contract".
- Section 61 is added to the Agreement and entitled, "Exhibits".
- All terms and conditions not otherwise affected by this supplement remain unchanged and in full force and effect.

DEPARTMENT OF ADMINISTRATIVE SERVICES

By: \_\_\_\_\_  
(Original Signature on Document in Procurement Files)

Name: **DON CASELLA**

Title: Contract Team Leader

Date:

**EXHIBIT B, SP-16  
PRICE SCHEDULE**

**SOLICITATION NO: 03PSX0405**

CONTACTOR NAME:		<b>Connecticut Community Providers Association, Inc.</b>
DELIVERY:		PROMPT PAYMENT TERMS:

ITEM #	DESCRIPTION OF COMMODITY AND/OR SERVICES	UNIT OF MEASURE	TOTAL PRICE
1	Daily, Weekly, Monthly and Quarterly Services as per the attached Cleaning Specifications at 25 Sigourney St. Hartford, CT.	Per month	\$58,105.39
2	Bi –Annual Services per the attached Cleaning Specifications. DPW or Agent Authorization only.		
2A	Composition flooring located in the Atrium / Lobby area, stripped and refinished w/ 3 coats high quality finish.	Per square ft.	\$ 0.17
2B	Composition VCT flooring located on the Eighth floor Mailroom area, stripped and refinished w/ 3 coats high quality finish.	Per square ft.	\$0.17
2C	Composition flooring located in the Garage Elevator lobby areas, P-1 through P4, stripped and refinished w/ 3 coats high quality finish.	Per square ft.	\$0.17
2D	Manufacturer approved dry-cleaning of all carpeted areas.	Per square ft.	\$0.16
2E	Marble flooring located in the Atrium / Lobby areas, strip and seal w/ Johnson Wax, Plaza Plus, # 04171”.	Per square ft.	\$0.21
3	Personnel Information. (Mandatory)		
3A	Number of employees to be staffed at facility.	Total Employees	19 Employees
3B	Staffing hours total provided per month or 4.333 weeks.	Total Hours per month	2058 Hours
3C	Hourly Wage rate per employee.	Per hour	\$15.20

SECOND AMENDMENT AGREEMENT  
TO  
CONTRACT NO. 03PSX0405 BETWEEN  
THE STATE OF CONNECTICUT ACTING by its DEPARTMENT OF ADMINISTRATIVE SERVICES  
AND  
CONNECTICUT COMMUNITY PROVIDERS ASSOCIATION, INC.  
FOR  
CUSTODIAL SERVICES FOR DAS's Bureau of Property and Facility Management located at 25 Sigourney  
Street, Hartford

This Second Amendment Agreement (the "Amendment") is made as of the 20 day of January, 2016, by and between Connecticut Community Providers Association, Inc. (the "Contractor"), with a principal place of business at 35 Cold Spring Road, Suite 522, Rocky Hill, CT acting by Kirk Springsted, its Vice President, duly authorized, and the State of Connecticut, Department of Administrative Services ("DAS"), with a principal place of business at 165 Capitol Ave, Hartford, CT, acting by Donald Casella, its Contract Team Leader, duly authorized, in accordance with Sections 4a-2(2), 4a-51, 4a-57 and 4a-59 of the Connecticut General Statutes.

WHEREAS, the State and the Contractor entered into an agreement dated February 1, 2004 for Custodial Services, as amended on January 20, 2016 (the "Agreement"); and

WHEREAS, the Agreement has been supplemented several times to reflect various administrative changes; and

WHEREAS, the parties amended the Agreement on January 20, 2016 to amend and restate the Agreement; and

WHEREAS the State and the Contractor desire again to amend the Agreement.

Now therefore, in consideration of these premises and mutual covenants and agreements, and for other good and valuable consideration, the receipt and sufficiency of which are acknowledged, the Contractor and the State agree as follows:

1. Section 1 "Definitions" is hereby deleted and replaced with:
  1. Definitions. Unless otherwise indicated, the following terms shall have the following corresponding definitions:
    - (a) Bid: A submittal in response to an Invitation to Bid.
    - (b) Claims: All actions, suits, claims, demands, investigations and proceedings of any kind, open, pending or threatened, whether mature, unmaturred, contingent, known or unknown, at law or in equity, in any forum.
    - (c) Client Agency: Any department, commission, board, bureau, agency, institution, public authority, office, council, association, instrumentality or political subdivision of the State of Connecticut, as applicable, who is authorized and chooses to make purchases under, and pursuant to the terms and conditions of, this Contract.

- (d) Confidential Information: This shall mean any name, number or other information that may be used, alone or in conjunction with any other information, to identify a specific individual including, but not limited to, such individual's name, date of birth, mother's maiden name, motor vehicle operator's license number, Social Security number, employee identification number, employer or taxpayer identification number, alien registration number, government passport number, health insurance identification number, demand deposit account number, savings account number, credit card number, debit card number or unique biometric data such as fingerprint, voice print, retina or iris image, or other unique physical representation. Without limiting the foregoing, Confidential Information shall also include any information that the Client Agency or DAS classifies as "confidential" or "restricted." Confidential Information shall not include information that may be lawfully obtained from publicly available sources or from federal, state, or local government records which are lawfully made available to the general public.
- (e) Confidential Information Breach: This shall mean, generally, an instance where an unauthorized person or entity accesses Confidential Information in any manner, including but not limited to the following occurrences: (1) any Confidential Information that is not encrypted or protected is misplaced, lost, stolen or in any way compromised; (2) one or more third parties have had access to or taken control or possession of any Confidential Information that is not encrypted or protected without prior written authorization from the State; (3) the unauthorized acquisition of encrypted or protected Confidential Information together with the confidential process or key that is capable of compromising the integrity of the Confidential Information; or (4) if there is a substantial risk of identity theft or fraud to the Client Agency, the Contractor, DAS or State.
- (f) Contract: The agreement, as of its Effective Date, between the Contractor and the State for any or all Goods or Services at the Bid price.
- (g) Contractor: A person or entity who submits a Bid and who executes a Contract.
- (h) Contractor Parties: A Contractor's members, directors, officers, shareholders, partners, managers, principal officers, representatives, agents, servants, consultants, employees or any one of them or any other person or entity with whom the Contractor is in privity of oral or written contract and the Contractor intends for such other person or entity to Perform under the Contract in any capacity.
- (i) Day: All calendar days other than Saturdays, Sundays and days designated as national or State of Connecticut holidays upon which banks in Connecticut are closed.
- (j) Force Majeure: Events that materially affect the cost of the Goods or Services or the time schedule within which to Perform and are outside the control of the party asserting that such an event has occurred, including, but not limited to, labor troubles unrelated to the Contractor, failure of or inadequate permanent power, unavoidable casualties, fire not caused by the Contractor, extraordinary weather conditions, disasters, riots, acts of God, insurrection or war.
- (k) Goods: For purposes of the Contract, all things which are movable at the time that the Contract is effective and which include, without limiting this definition, supplies, materials and equipment, as specified in the Invitation to Bid and set forth in Exhibit A.
- (l) Goods or Services: Goods, Services or both, as specified in the Invitation to Bid and set forth in Exhibit A.

- (m) Invitation to Bid: A State request inviting bids for Goods or Services. This Contract shall be governed by the statutes, regulations and procedures of the State of Connecticut, Department of Administrative Services.
- (n) Records: All working papers and such other information and materials as may have been accumulated by the Contractor in performing the Contract, including but not limited to, documents, data, plans, books, computations, drawings, specifications, notes, reports, records, estimates, summaries and correspondence, kept or stored in any form.
- (o) Services: The performance of labor or work, as specified in the Invitation to Bid and set forth in Exhibit A.
- (p) State: The State of Connecticut, including DAS, the Client Agency and any office, department, board, council, commission, institution or other agency of the State.
- (q) Termination: An end to the Contract prior to the end of its term whether effected pursuant to a right which the Contract creates or for a breach.

Title: all ownership, title, licenses, rights and interest, including, but not limited to, perpetual use, of and to the Goods or Services.

2. Section 4 "Price Schedule, Payment Terms and Billing, and Price Adjustments" is hereby deleted and replaced with:

- (a) Price Schedule: Price Schedule under this Contract is set forth in Exhibit B.
- (b) Payment Terms and Billing: Payment shall be made only after the Client Agency receives and accepts the Goods or Services and after it receives a properly completed invoice. Unless otherwise specified in the Contract, payment for all accepted Goods or Services shall be due within forty-five (45) days after acceptance of the Goods or Services, or thirty (30) days if the Contractor is a certified small contractor or minority business enterprise as defined in Conn. Gen. Stat. § 4a-60g. The Contractor shall submit an invoice to the Client Agency for the Performance. The invoice shall include detailed information for Goods or Services, delivered and Performed, as applicable, and accepted. Any late payment charges shall be calculated in accordance with the Connecticut General Statutes.
- (c) Minimum Wage: Notwithstanding any language regarding Contractor price increases herein, the Price Schedule will be adjusted to reflect any increase in the minimum wage rate that may occur during the term of this Contract as mandated by State law and in accordance with the terms of this section. Contractor shall provide documentation, in the form of certified payroll or other documentation acceptable to the State, substantiating the amount of any increase in Contractor wage costs as a result of changes to the minimum wage rate. Upon receipt and verification of Contractor's documentation, DAS shall adjust Exhibit B, Price Schedule accordingly through a supplement to this Contract. In addition to paying the Contractor according to the adjusted Exhibit B, Price Schedule, the Client Agency shall reimburse Contractor for the amount of its increase in wage costs over a look back period not to go beyond July 1<sup>st</sup> of the current fiscal year in which Contractor submits increased labor cost documentation.
- (d) Standard Wage: The Contractor shall comply with all provisions of Section 31-57f of the Connecticut General Statutes concerning standard wages. Current standard wage rates are included in Exhibit D, Price Schedule. Notwithstanding any language regarding Contractor price increases, the Price

Schedule will be adjusted to reflect any increase in the standard wage rate that may occur, as mandated by State law. Exhibit D, Price Schedule, however, will not be adjusted to reflect new standard wage rates and not made effective until the Contractor provides documentation, in the form of certified payroll or other documentation acceptable to the State, substantiating the increase in Contractor labor costs as a result of changes to the standard wage rate. Upon receipt and verification of Contractor's documentation, DAS shall adjust Exhibit D, Price Schedule accordingly through a supplement to this Contract. In addition to paying the Contractor according to the adjusted Exhibit D, Price Schedule, the Client Agency shall reimburse Contractor for the amount of its increase in wage costs over a look back period not to go beyond July 1<sup>st</sup> of the current fiscal year in which Contractor submits increased labor cost documentation.

(e) Price Adjustments:

No price increases are allowed under this Contract.

3. Section 31 of the Agreement "Executive Orders" is hereby deleted and replaced with the following:

Executive Orders. This Contract is subject to the provisions of Executive Order No. Three of Governor Thomas J. Meskill, promulgated June 16, 1971, concerning labor employment practices, Executive Order No. Seventeen of Governor Thomas J. Meskill, promulgated February 15, 1973, concerning the listing of employment openings and Executive Order No. Sixteen of Governor John G. Rowland promulgated August 4, 1999, concerning violence in the workplace, all of which are incorporated into and are made a part of the Contract as if they had been fully set forth in it. The Contract may also be subject to Executive Order No. 14 of Governor M. Jodi Rell, promulgated April 17, 2006, concerning procurement of cleaning products and services and to Executive Order No. 49 of Governor Dannel P. Malloy, promulgated May 22, 2015, mandating disclosure of certain gifts to public employees and contributions to certain candidates for office. If Executive Order 14 and/or Executive Order 49 are applicable, they are deemed to be incorporated into and are made a part of the Contract as if they had been fully set forth in it. At the Contractor's request, the Client Agency or DAS shall provide a copy of these orders to the Contractor.

4. Section 32 of the Agreement "Non-Discrimination" is hereby deleted and replaced with the following:

Non-discrimination.

(a) For purposes of this Section, the following terms are defined as follows:

(1) "Commission" means the Commission on Human Rights and Opportunities;

(2) "Contract" and "contract" include any extension or modification of the Contract or contract;

(3) "Contractor" and "contractor" include any successors or assigns of the Contractor or contractor;

(4) "Gender identity or expression" means a person's gender-related identity, appearance or behavior, whether or not that gender-related identity, appearance or behavior is different from that traditionally associated with the person's physiology or assigned sex at birth, which gender-related identity can be shown by providing evidence including, but not limited to, medical history, care or treatment of the gender-related identity, consistent and uniform assertion of the gender-related identity or any other evidence that the gender-related identity is sincerely held, part of a person's core identity or not being asserted for an improper purpose.

(5) "good faith" means that degree of diligence which a reasonable person would exercise in the performance of legal duties and obligations;

(6) "good faith efforts" shall include, but not be limited to, those reasonable initial efforts necessary to comply with statutory or regulatory requirements and additional or substituted efforts when it is determined that such initial efforts will not be sufficient to comply with such requirements;

(7) "marital status" means being single, married as recognized by the state of Connecticut, widowed, separated or divorced;

(8) "mental disability" means one or more mental disorders, as defined in the most recent edition of the American Psychiatric Association's "Diagnostic and Statistical Manual of Mental Disorders", or a record of or regarding a person as having one or more such disorders;

(9) "minority business enterprise" means any small contractor or supplier of materials fifty-one percent or more of the capital stock, if any, or assets of which is owned by a person or persons: (1) who are active in the 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 Connecticut General Statutes § 32-9n; and

(10) "public works contract" means any agreement between any individual, firm or corporation and the State or any political subdivision of the State other than a municipality for construction, rehabilitation, conversion, extension, demolition or repair of a public building, highway or other changes or improvements in real property, or which is financed in whole or in part by the State, including, but not limited to, matching expenditures, grants, loans, insurance or guarantees.

For purposes of this Section, the terms "Contract" and "contract" do not include a contract where each contractor is (1) a political subdivision of the state, including, but not limited to, a municipality, (2) a quasi-public agency, as defined in Conn. Gen. Stat. Section 1-120, (3) any other state, including but not limited to any federally recognized Indian tribal governments, as defined in Conn. Gen. Stat. Section 1-267, (4) the federal government, (5) a foreign government, or (6) an agency of a subdivision, agency, state or government described in the immediately preceding enumerated items (1), (2), (3), (4) or (5).

(b)

(1) The Contractor agrees and warrants that in the performance of the Contract such Contractor will not discriminate or permit discrimination against any person or group of persons on the grounds of race, color, religious creed, age, marital status, national origin, ancestry, sex, gender identity or expression, intellectual disability, mental disability or physical disability, including, but not limited to, blindness, unless it is shown by such Contractor that such disability prevents performance of the work involved, in any manner prohibited by the laws of the United States or of the State of Connecticut; and the Contractor further agrees to take affirmative action to insure that applicants with job-related qualifications are employed and that employees are treated when employed without regard to their race, color, religious creed, age, marital status, national origin, ancestry, sex, gender identity or expression, intellectual disability, mental disability or physical disability, including, but not limited to, blindness, unless it is shown by the Contractor that such disability prevents performance of the work involved; (2) the Contractor agrees, in all solicitations or advertisements for employees placed by or on

behalf of the Contractor, to state that it is an "affirmative action-equal opportunity employer" in accordance with regulations adopted by the Commission; (3) the Contractor agrees to provide each labor union or representative of workers with which the Contractor has a collective bargaining agreement or other contract or understanding and each vendor with which the Contractor has a contract or understanding, a notice to be provided by the Commission, advising the labor union or workers' representative of the Contractor's commitments under this section and to post copies of the notice in conspicuous places available to employees and applicants for employment; (4) the Contractor agrees to comply with each provision of this Section and Connecticut General Statutes §§ 46a-68e and 46a-68f and with each regulation or relevant order issued by said Commission pursuant to Connecticut General Statutes §§ 46a-56, 46a-68e and 46a-68f; and (5) the Contractor agrees to provide the Commission on Human Rights and Opportunities with such information requested by the Commission, and permit access to pertinent books, records and accounts, concerning the employment practices and procedures of the Contractor as relate to the provisions of this Section and Connecticut General Statutes § 46a-56. If the contract is a public works contract, the Contractor agrees and warrants that he will make good faith efforts to employ minority business enterprises as subcontractors and suppliers of materials on such public works projects.

(c) Determination of the Contractor's good faith efforts shall include, but shall not be limited to, the following factors: The Contractor's employment and subcontracting policies, patterns and practices; affirmative advertising, recruitment and training; technical assistance activities and such other reasonable activities or efforts as the Commission may prescribe that are designed to ensure the participation of minority business enterprises in public works projects.

(d) The Contractor shall develop and maintain adequate documentation, in a manner prescribed by the Commission, of its good faith efforts.

(e) The Contractor shall include the provisions of subsection (b) of this Section in every subcontract or purchase order entered into in order to fulfill any obligation of a contract with the State and such provisions shall be binding on a subcontractor, vendor or manufacturer unless exempted by regulations or orders of the Commission. The Contractor shall take such action with respect to any such subcontract or purchase order as the Commission may direct as a means of enforcing such provisions including sanctions for noncompliance in accordance with Connecticut General Statutes §46a-56; provided if such Contractor becomes involved in, or is threatened with, litigation with a subcontractor or vendor as a result of such direction by the Commission, the Contractor may request the State of Connecticut to enter into any such litigation or negotiation prior thereto to protect the interests of the State and the State may so enter.

(f) The Contractor agrees to comply with the regulations referred to in this Section 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.

(g) (1) The Contractor agrees and warrants that in the performance of the Contract such Contractor will not discriminate or permit discrimination against any person or group of persons on the grounds of sexual orientation, in any manner prohibited by the laws of the United States or the State of Connecticut, and that employees are treated when employed without regard to their sexual orientation; (2) the Contractor agrees to provide each labor union or representative of workers with which such Contractor has a collective bargaining agreement or other contract or understanding and each vendor with which such Contractor has a contract or understanding, a notice to be provided by

the Commission on Human Rights and Opportunities advising the labor union or workers' representative of the Contractor's commitments under this section, and to post copies of the notice in conspicuous places available to employees and applicants for employment; (3) the Contractor agrees to comply with each provision of this section and with each regulation or relevant order issued by said Commission pursuant to Connecticut General Statutes § 46a-56; and (4) the Contractor agrees to provide the Commission on Human Rights and Opportunities with such information requested by the Commission, and permit access to pertinent books, records and accounts, concerning the employment practices and procedures of the Contractor which relate to the provisions of this Section and Connecticut General Statutes § 46a-56.

(h) The Contractor shall include the provisions of the foregoing paragraph in every subcontract or purchase order entered into in order to fulfill any obligation of a contract with the State and such provisions shall be binding on a subcontractor, vendor or manufacturer unless exempted by regulations or orders of the Commission. The Contractor shall take such action with respect to any such subcontract or purchase order as the Commission may direct as a means of enforcing such provisions including sanctions for noncompliance in accordance with Connecticut General Statutes § 46a-56; provided, if such Contractor becomes involved in, or is threatened with, litigation with a subcontractor or vendor as a result of such direction by the Commission, the Contractor may request the State of Connecticut to enter into any such litigation or negotiation prior thereto to protect the interests of the State and the State may so enter.

5. The following is added as a new Section 59 to the Agreement entitled, "Emergency Standby for Goods and/or Services".

If any Federal or State official, having authority to do so, declares an emergency or the occurrence of a natural disaster within the State of Connecticut, DAS and the Client Agency may request the Goods and Services on an expedited and prioritized basis. Upon receipt of such a request the Contractor shall make all necessary and appropriate commercially reasonable efforts to reallocate its staffing and other resources in order to give primary preference to Performing this Contract ahead of or prior to fulfilling, in whole or in part, any other contractual obligations that the Contractor may have. The Contractor is not obligated to make those efforts to perform on an expedited and prioritized basis in accordance with this paragraph if doing so will make the Contractor materially breach any other contractual obligations that the Contractor may have. Contractor shall acknowledge receipt of any request made pursuant to this paragraph within 2 hours from the time that the Contractor receives it via purchase order or through a request to make an expedited or prioritized purchase through the State of Connecticut Purchasing Card (MasterCard) Program (the "P-Card Program"). If the Contractor fails to acknowledge receipt within 2 hours, confirm its obligation to Perform or actually Perform, as set forth in the purchase order or through the P-Card Program, then DAS and the Client Agency may procure the Performance from another source without further notice to Contractor and without creating any right of recourse at law or in equity against DAS or Client Agency.

4. The following is added as a new Section 60 to the Agreement entitled, "Entirety of Contract".

Documents Incorporated Into the Contract All Exhibits and their attachments referred to in and attached to this Contract and the forms SP-26 and SP-38 are incorporated in this Contract by such reference and shall be deemed to be a part of it as if they had been fully set forth in it.

5. The following is added as a new Section 61 to the Agreement entitled, "Exhibits". All exhibits referred to in and attached to this Contract are incorporated in this Contract by such reference and shall be deemed to be a part of it as if they had been fully set forth in it.

6. All exhibits referred to in and attached to this Contract are incorporated in this Contract by such reference and shall be deemed to be a part of it as if they had been fully set forth in it.
7. All other terms and conditions not otherwise affected by this Amendment shall remain in full force and effect.

THE REMAINDER OF THIS PAGE IS INTENTIONALLY LEFT BLANK

IN WITNESS WHEREOF, the parties have executed this Amendment through their duly authorized representatives with full knowledge of and agreement with its terms and conditions.

Connecticut Community Providers Association

State of Connecticut  
Department of Administrative Services

By: \_\_\_\_\_

By: \_\_\_\_\_

Kirk Springsted  
Vice President

Donald Casella  
Contract Team Leader

Date: \_\_\_\_\_

Date: \_\_\_\_\_

# STATE OF CONNECTICUT

DEPARTMENT OF ADMINISTRATIVE SERVICES

PROCUREMENT DIVISION

165 Capitol Avenue, 5<sup>th</sup> Floor South  
HARTFORD, CT 06106-1659

Marcie Wilson  
Contract Specialist  
(860)713-5622  
Telephone Number

CONTRACT AWARD NO.:

03PSX0405

Contract Award Date:

8 December 2003

Bid Due Date:

December 3, 2003

SUPPLEMENT DATE:

September 13, 2013

## CONTRACT AWARD SUPPLEMENT #8

**IMPORTANT: THIS IS NOT A PURCHASE ORDER. DO NOT PRODUCE OR SHIP WITHOUT AN AGENCY PURCHASE ORDER.**

DESCRIPTION: Custodial Services for the Department of Public Works, 25 Sigourney Street, Hartford, CT as managed by Property Management Company

FOR: CT Department of Public Works  
165 Capitol Avenue, Hartford, CT 06106

TERM OF CONTRACT / DELIVERY DATE REQUIRED:  
February 1, 2004 - September 30, 2033

AGENCY REQUISITION NUMBER: 87164

CHANGE TO IN STATE (NON-SB) CONTRACT VALUE	CHANGE TO DAS-CERTIFIED SMALL BUSINESS CONTRACT VALUE	CHANGE TO OUT OF STATE CONTRACT VALUE	CHANGE TO TOTAL CONTRACT AWARD VALUE
	\$1,950,000.00 Est.		\$1,950,000.00 Est.

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INVOICE SHALL BE RENDERED DIRECT TO THE ORDERING AGENCY.

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**PRICE BASIS:** Unless otherwise noted, prices include delivery and transportation charges fully prepaid f.o.b. agency. No extra charge is to be made for packing or packages.

### CONTRACTOR INFORMATION:

REFER TO THE CONTRACT ON THE DAS PROCUREMENT WEB PAGE FOR THE MOST CURRENT CONTRACTOR INFORMATION. (<http://das.ct.gov/mp1.aspx?page=8>)

Company Name: **Connecticut Community Providers Association, Inc.**

Company Address: **34 Cold Springs Road, Suite 522, Rocky Hill, CT 06067**

Tel. No.: **860-257-7909**

Fax No.: **860-257-7777**

Contract Value: **\$6,450,000.00 Est.**

Contact Person: **Kirk Springsted**

Delivery: **Per Terms and Conditions**

Contact Person Address: **same**

Company E-mail Address and/or Company Web Site **kspringsted@ccpa-inc.org**

Certification Type (SBE, MBE, WBE or None): **None**

Terms: **Net 45 Days**

Agrees to Supply Political SubDivisions: **N/A**

### NOTE:

- In accordance with Public Act 13-227, this contract is extended.
- All terms and conditions not otherwise affected by this supplement remain unchanged and in full force and effect.

DEPARTMENT OF ADMINISTRATIVE SERVICES

APPROVED \_\_\_\_\_

MARCIE WILSON  
Contract Specialist

# STATE OF CONNECTICUT

DEPARTMENT OF ADMINISTRATIVE SERVICES

PROCUREMENT DIVISION

165 Capitol Avenue, 5<sup>th</sup> Floor South  
HARTFORD, CT 06106-1659

**Aimee Cunningham**

Contract Specialist

(860)713-5250

Telephone Number

CONTRACT AWARD NO.:

03PSX0405

Contract Award Date:

8 December 2003

Bid Due Date:

SUPPLEMENT DATE:

## CONTRACT AWARD SUPPLEMENT #7

**IMPORTANT: THIS IS NOT A PURCHASE ORDER. DO NOT PRODUCE OR SHIP WITHOUT AN AGENCY PURCHASE ORDER.**

DESCRIPTION: Custodial Services for the Department of Public Works, 25 Sigourney Street, Hartford, CT as managed by Property Management Company

FOR: CT Department of Public Works  
165 Capitol Avenue, Hartford, CT 06106

TERM OF CONTRACT / DELIVERY DATE REQUIRED:  
February 1, 2004 - September 30, 2013

AGENCY REQUISITION NUMBER: 87164

CHANGE TO IN STATE (NON-SB) CONTRACT VALUE	CHANGE TO DAS-CERTIFIED SMALL BUSINESS CONTRACT VALUE	CHANGE TO OUT OF STATE CONTRACT VALUE	CHANGE TO TOTAL CONTRACT AWARD VALUE
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**NOTICE TO CONTRACTORS:** This notice is not an order to ship. Purchase Orders against contracts will be furnished by the using agency or agencies on whose behalf the contract is made.

INVOICE SHALL BE RENDERED DIRECT TO THE ORDERING AGENCY.

**NOTE:** Dollar amounts listed next to each contractor are possible award amounts, however, they do not reflect any expected purchase amounts (actual or implied). They are for CHRO use only.

**NOTICE TO AGENCIES:** A complete explanatory report shall be furnished promptly to the Procurement Manager concerning items delivered and/or services rendered on orders placed against awards listed herein which are found not to comply with the specifications or which are otherwise unsatisfactory from the agency's viewpoint, as well as failure of the contractor to deliver within a reasonable period of time specified. Please issue orders and process invoices promptly.

**CASH DISCOUNTS:** Cash discounts, if any, shall be given SPECIAL ATTENTION, but such cash discount shall not be taken unless payment is made within the discount period.

**PRICE BASIS:** Unless otherwise noted, prices include delivery and transportation charges fully prepaid f.o.b. agency. No extra charge is to be made for packing or packages.

### CONTRACTOR INFORMATION:

REFER TO THE CONTRACT ON THE DAS PROCUREMENT WEB PAGE FOR THE MOST CURRENT CONTRACTOR INFORMATION. (<http://das.ct.gov/mp1.aspx?page=8>)

Company Name: **Connecticut Community Providers Association, Inc.**

Company Address: **34 Cold Springs Road, Suite 522, Rocky Hill, CT 06067**

Tel. No.: **860-257-7909**

Fax No.: **860-257-7777**

Contract Value: **\$6,450,000.00 Est.**

Contact Person: **Kirk Springsted**

Delivery: **Per Terms and Conditions**

Contact Person Address: **same**

Company E-mail Address and/or Company Web Site **kspringsted@ccpa-inc.org**

Certification Type (SBE, MBE, WBE or None): **None**

Terms: **Net 45 Days**

Agrees to Supply Political SubDivisions: **N/A**

### NOTE:

The purpose of this Supplement is to allow for Standard Wage adjustments according with CCPA billing and to reflect the new monthly cost of \$58,105.39 due to 6% reductions and standard wage increase.

All terms and conditions not otherwise affected by this supplement remain unchanged and in full force and effect.

APPROVED \_\_\_\_\_

**AIMEE M. CUNNINGHAM**

Contract Specialist

(Original Signature on Document in Procurement Files)

# STATE OF CONNECTICUT

DEPARTMENT OF ADMINISTRATIVE SERVICES

PROCUREMENT DIVISION

165 Capitol Avenue, 5<sup>th</sup> Floor South  
HARTFORD, CT 06106-1659

**Aimee Gagnon**  
Contract Specialist  
**(860)713-5250**  
Telephone Number

CONTRACT AWARD NO.:

03PSX0405

Contract Award Date:

8 December 2003

Bid Due Date:

3 December 2003

SUPPLEMENT DATE:

29 June 2010

## CONTRACT AWARD SUPPLEMENT #6

**IMPORTANT: THIS IS NOT A PURCHASE ORDER. Do NOT PRODUCE OR SHIP WITHOUT AN AGENCY PURCHASE ORDER.**

DESCRIPTION: Custodial services for the CT Dept. of Public Works; 25 Sigourney St. Hartford, CT as facility managed by Servus Management

FOR: CT Dept. of Public Works  
165 Capitol Ave. Hartford, CT 06106.

TERM OF CONTRACT / DELIVERY DATE REQUIRED:  
Date of award Extended through September 30, 2013

AGENCY REQUISITION NUMBER: 87164

CHANGE TO IN STATE (NON-SB) CONTRACT VALUE	CHANGE TO DAS-CERTIFIED SMALL BUSINESS CONTRACT VALUE	CHANGE TO OUT OF STATE CONTRACT VALUE	CHANGE TO TOTAL CONTRACT AWARD VALUE
\$1,950,000.00 Est.			\$1,950,000.00 Est.

**NOTICE TO CONTRACTORS:** This notice is not an order to ship. Purchase Orders against contracts will be furnished by the using agency or agencies on whose behalf the contract is made.

INVOICE SHALL BE RENDERED DIRECT TO THE ORDERING AGENCY.

**NOTE:** Dollar amounts listed next to each contractor are possible award amounts, however, they do not reflect any expected purchase amounts (actual or implied). They are for CHRO use only.

**NOTICE TO AGENCIES:** A complete explanatory report shall be furnished promptly to the Procurement Manager concerning items delivered and/or services rendered on orders placed against awards listed herein which are found not to comply with the specifications or which are otherwise unsatisfactory from the agency's viewpoint, as well as failure of the contractor to deliver within a reasonable period of time specified. Please issue orders and process invoices promptly.

**CASH DISCOUNTS:** Cash discounts, if any, shall be given SPECIAL ATTENTION, but such cash discount shall not be taken unless payment is made within the discount period.

**PRICE BASIS:** Unless otherwise noted, prices include delivery and transportation charges fully prepaid f.o.b. agency. No extra charge is to be made for packing or packages.

### CONTRACTOR INFORMATION:

REFER TO THE CONTRACT ON THE DAS PROCUREMENT WEB PAGE FOR THE MOST CURRENT CONTRACTOR INFORMATION.

[http://www.das.state.ct.us/Purchase/New\\_PurchHome/Busopp.asp](http://www.das.state.ct.us/Purchase/New_PurchHome/Busopp.asp)

Company Name: **Connecticut Community Providers Association, Inc.**

Company Address: **34 Cold Springs Road, Suite 522, Rocky Hill, CT 06067**

Tel. No.: **860-257-7909**

Fax No.: **860-257-7777**

Contract Value: **\$6,450,000.00 Est.**

Contact Person: **Kirk Springsted**

Delivery: **Per Terms and Conditions**

Contact Person Address: **same**

Company E-mail Address and/or Company Web Site **kirk.springsted@ccpa-inc.org**

Certification Type (SBE, MBE, WBE or None): **None**

Terms: **Net 45 Days**

Agrees to Supply Political SubDivisions: **N/A**

### NOTE:

In accordance with Public Act 10-189, this contract is extended for a term of three years. The expiration date is September 30, 2013. All other terms and condition remain in full force and effect.

APPROVED \_\_\_\_\_

**AIMEE CUNNINGHAM**

Contract Specialist

(Original Signature on Document in Procurement Files)

# STATE OF CONNECTICUT

DEPARTMENT OF ADMINISTRATIVE SERVICES

PROCUREMENT DIVISION

165 Capitol Avenue, 5<sup>th</sup> Floor South  
HARTFORD, CT 06106-1659

**Ann Simeone**  
Contract Specialist  
**(860)713-5051**  
Telephone Number

CONTRACT AWARD NO.:

03PSX0405

Contract Award Date:

8 December 2003

Bid Due Date:

3 December 2003

SUPPLEMENT DATE:

11 June 2008

## CONTRACT AWARD SUPPLEMENT #5

**IMPORTANT: THIS IS NOT A PURCHASE ORDER. DO NOT PRODUCE OR SHIP WITHOUT AN AGENCY PURCHASE ORDER.**

DESCRIPTION: Custodial services for the CT Dept. of Public Works; 25 Sigourney St. Hartford, CT as facility managed by Servus Management

FOR: CT Dept. of Public Works  
165 Capitol Ave.  
Hartford, CT 06106

TERM OF CONTRACT / DELIVERY DATE REQUIRED:  
Date of award Extended through September 30, 2010

AGENCY REQUISITION NUMBER: 87164

CHANGE TO IN STATE (NON-SB) CONTRACT VALUE	CHANGE TO DAS-CERTIFIED SMALL BUSINESS CONTRACT VALUE	CHANGE TO OUT OF STATE CONTRACT VALUE	CHANGE TO TOTAL CONTRACT AWARD VALUE
\$4,500,000.00 (est)			\$4,500,000.00 (est)

**NOTICE TO CONTRACTORS:** This notice is not an order to ship. Purchase Orders against contracts will be furnished by the using agency or agencies on whose behalf the contract is made.

INVOICE SHALL BE RENDERED DIRECT TO THE ORDERING AGENCY.

**NOTE:** Dollar amounts listed next to each contractor are possible award amounts, however, they do not reflect any expected purchase amounts (actual or implied). They are for CHRO use only.

**NOTICE TO AGENCIES:** A complete explanatory report shall be furnished promptly to the Procurement Manager concerning items delivered and/or services rendered on orders placed against awards listed herein which are found not to comply with the specifications or which are otherwise unsatisfactory from the agency's viewpoint, as well as failure of the contractor to deliver within a reasonable period of time specified. Please issue orders and process invoices promptly.

**CASH DISCOUNTS:** Cash discounts, if any, shall be given SPECIAL ATTENTION, but such cash discount shall not be taken unless payment is made within the discount period.

**PRICE BASIS:** Unless otherwise noted, prices include delivery and transportation charges fully prepaid f.o.b. agency. No extra charge is to be made for packing or packages.

### CONTRACTOR INFORMATION:

REFER TO THE CONTRACT ON THE DAS PROCUREMENT WEB PAGE FOR THE MOST CURRENT CONTRACTOR INFORMATION. (<http://www.das.state.ct.us/busopp.asp>)

Company Name: **Connecticut Community Providers Association, Inc.**

Address: **34 Cold Springs Rd., Suite 522, Rocky Hill, CT 06067**

Tel. No.: **860-257-7909**

Fax No.: **860-257-7777**

Contract Value: **\$4,500,000.00 (est)**

Contact Person: **Kirk Springsted**

SSN/FEIN No.: **06-0998831**

Delivery: **Per Terms and Conditions**

Certification Type (SBE, MBE, WBE or None): **none**

Terms: **Net 45 Days**

Agrees to Supply Political SubDivisions: **N/A**

Company E-mail Address and/or Company Web Site **[kspringsted@ccpa-inc.org](mailto:kspringsted@ccpa-inc.org)**

### NOTE:

- Increase contract monthly value by \$163.36 monthly to cover the increase to reclass employee to crew leader/supervisor (see attached revised Contract Award Schedule).
- Contracts, awarded pursuant to C.G.S. 17b-656 or purchases in place as of 10/1/06 are not subject to competitive bidding and shall remain in place through 9/30/10 with the proviso that the current "fair market pricing" (with the exception of DOL standard wage rate changes) does not change. Reference: CGS 4a-82 (o).
- Increase contract value to cover through the extended expiration date (original expiration date 1/31/09)
- All terms and conditions not otherwise affected by this supplement remain unchanged and in full force and effect.

APPROVED \_\_\_\_\_

**Carol S. Wilson, C.P.M.**

Director

(Original Signature on Document in Procurement Files)

**STATE OF CONNECTICUT**  
**PROCUREMENT SERVICES**  
**CONTRACT AWARD**  
**SCHEDULE**

CCPA, KIRK SPRINGSTED – 860-257-7909  
CMHA / CYCLONE SERVICES  
**SUPPLEMENT # 5**

ITEM #	DESCRIPTION OF COMMODITY AND/OR SERVICES	TOTAL PRICE
<b>1</b>	<b>Daily, Weekly, Monthly and Quarterly Services as per the attached Cleaning Specifications at 25 Sigourney St. Hartford, CT.</b>	\$57,794.36 Per month
<b>2</b>	<b>Bi –Annual Services per the attached Cleaning Specifications. DPW or Agent Authorization only.</b>	
<b>2A</b>	Composition flooring located in the Atrium / Lobby area, stripped and refinished w/ 3 coats high quality finish.	\$ 0.17 Per square ft.
<b>2B</b>	Composition VCT flooring located on the Eighth floor Mailroom area, stripped and refinished w/ 3 coats high quality finish.	\$ 0.17 Per square ft.
<b>2C</b>	Composition flooring located in the Garage Elevator lobby areas, P-1 through P4, stripped and refinished w/ 3 coats high quality finish.	\$ 0.17 Per square ft.
<b>2D</b>	Manufacturer approved dry-cleaning of all carpeted areas.	\$ 0.16 Per square ft.
<b>2E</b>	Marble flooring located in the Atrium / Lobby areas, strip and seal w/ Johnson Wax, Plaza Plus, # 04171”.	\$ 0.21 Per square ft.

# STATE OF CONNECTICUT

DEPARTMENT OF ADMINISTRATIVE SERVICES

PROCUREMENT SERVICES

165 Capitol Avenue, 5<sup>th</sup> Floor South

PO Box 150414

HARTFORD, CT 06115-0414

**Ann Simeone**  
Contract Specialist  
**(860)713-5051**  
Telephone Number

CONTRACT AWARD NO.:

03PSX0405

Contract Award Date:

8 December 2003

Bid Due Date:

3 December 2003

SUPPLEMENT DATE:

10 October 2006

## CONTRACT AWARD SUPPLEMENT #4

**IMPORTANT: THIS IS NOT A PURCHASE ORDER. Do NOT PRODUCE OR SHIP WITHOUT AN AGENCY PURCHASE ORDER.**

DESCRIPTION: Custodial services for the CT Dept. of Public Works; 25 Sigourney St. Hartford, CT as facility managed by Servus Management

FOR: CT Dept. of Public Works  
165 Capitol Ave. Hartford, CT 06106.

TERM OF CONTRACT / DELIVERY DATE REQUIRED:  
February 1, 2004 through January 31, 2009

AGENCY REQUISITION NUMBER: 87164

CHANGE TO IN STATE (NON-SB) CONTRACT VALUE	CHANGE TO DAS-CERTIFIED SMALL BUSINESS CONTRACT VALUE	CHANGE TO OUT OF STATE CONTRACT VALUE	CHANGE TO TOTAL CONTRACT AWARD VALUE
			N/A

**NOTICE TO CONTRACTORS:** This notice of award is not an order to ship. Purchase Orders against contracts will be furnished by the using agency or agencies on whose behalf the contract is made.

INVOICE SHALL BE RENDERED DIRECT TO THE ORDERING AGENCY.

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**NOTICE TO AGENCIES:** A complete explanatory report shall be furnished promptly to the Procurement Manager concerning items delivered and/or services rendered on orders placed against awards listed herein which are found not to comply with the specifications or which are otherwise unsatisfactory from the agency's viewpoint, as well as failure of the contractor to deliver within a reasonable period of time specified. Please issue orders and process invoices promptly.

**CASH DISCOUNTS:** Cash discounts, if any, shall be given SPECIAL ATTENTION, but such cash discount shall not be taken unless payment is made within the discount period.

**PRICE BASIS:** Unless otherwise noted, prices include delivery and transportation charges fully prepaid f.o.b. agency. No extra charge is to be made for packing or packages.

### CONTRACTOR INFORMATION:

Company Name: **Connecticut Community Providers Association, Inc.**

Address: **34 Cold Springs Rd., Suite 522, Rocky Hill, CT 06067**

Tel. No.: **860-257-7909**

Fax No.: **860-257-7777**

Contract Value: **\$3,213,067.00 (est)**

Contact Person: **Kirk Springsted**

SSN/FEIN No.: **060998831**

Delivery: **Per Terms and Conditions**

Certification Type (SBE, MBE, WBE or None): **none**

Terms: **Net 30 Days**

Agrees to Supply Political SubDivisions: **N/A**

Company E-mail Address and/or Company Web Site [kspringsted@ccpa-inc.org](mailto:kspringsted@ccpa-inc.org)

### NOTE:

- On July 6, 2006, the DPW management's company changed from Tunxis to: Servus Management, One Financial Plaza, Hartford, CT 06103; Phone (860) 278-2040; Onsite Manager Karen Tietjen (860) 951-4004
- All terms and conditions not otherwise affected by this supplement remain unchanged and in full force and effect.

APPROVED \_\_\_\_\_

*Carol Wilson*

Procurement Director

Date Issued: 10 October 2006

(Original Signature on Document in Procurement Files)

# STATE OF CONNECTICUT

DEPARTMENT OF ADMINISTRATIVE SERVICES

PROCUREMENT SERVICES

165 Capitol Avenue, 5<sup>th</sup> Floor South

PO Box 150414

HARTFORD, CT 06115-0414

Ann Simeone  
Contract Specialist

(860)713-5051  
Telephone Number

CONTRACT AWARD NO.:

03PSX0405

Contract Award Date:

8 December 2003

Bid Due Date:

3 December 2003

SUPPLEMENT DATE:

13 September 2006

## CONTRACT AWARD SUPPLEMENT #3

**IMPORTANT: THIS IS NOT A PURCHASE ORDER. Do NOT PRODUCE OR SHIP WITHOUT AN AGENCY PURCHASE ORDER.**

DESCRIPTION: Custodial services for the CT Dept. of Public Works, 25 Sigourney St., Hartford, CT as facility managed by Tunxis Management.

FOR: CT Dept. of Public Works  
165 Capitol Ave. Hartford, CT 06106.

TERM OF CONTRACT / DELIVERY DATE REQUIRED:  
February 1, 2004 – January 31, 2009

AGENCY REQUISITION NUMBER: 87164

CHANGE TO IN STATE (NON-SB) CONTRACT VALUE	CHANGE TO DAS-CERTIFIED SMALL BUSINESS CONTRACT VALUE	CHANGE TO OUT OF STATE CONTRACT VALUE	CHANGE TO TOTAL CONTRACT AWARD VALUE
\$186,907.00 (estimated)			\$186,907.00 (estimated)

**NOTICE TO CONTRACTORS:** This notice of award is not an order to ship. Purchase Orders against contracts will be furnished by the using agency or agencies on whose behalf the contract is made.

INVOICE SHALL BE RENDERED DIRECT TO THE ORDERING AGENCY.

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**NOTICE TO AGENCIES:** A complete explanatory report shall be furnished promptly to the Procurement Manager concerning items delivered and/or services rendered on orders placed against awards listed herein which are found not to comply with the specifications or which are otherwise unsatisfactory from the agency's viewpoint, as well as failure of the contractor to deliver within a reasonable period of time specified. Please issue orders and process invoices promptly.

**CASH DISCOUNTS:** Cash discounts, if any, shall be given SPECIAL ATTENTION, but such cash discount shall not be taken unless payment is made within the discount period.

**PRICE BASIS:** Unless otherwise noted, prices include delivery and transportation charges fully prepaid f.o.b. agency. No extra charge is to be made for packing or packages.

### CONTRACTOR INFORMATION:

Company Name: *Connecticut Community Providers Association, Inc.*

Address: *35 Cold Springs Road, Suite 522, Rocky Hill CT 06067-3165*

Tel. No.: *860 257-7909*

Fax No.: *860 257-7777*

Contract Value: *\$ 3,213,067.00 (est)*

Contact Person: *Kirk Springsted*

SSN/FEIN No.: *06 0998831*

Delivery: *As Specified*

Certification Type (SBE, MBE, WBE or None): *None*

Terms: *Net 30 Days*

Agrees to Supply Political Sub-Divisions: *N/A*

Company E-mail Address and/or Company Web Site [www.ccpa.inc.org](http://www.ccpa.inc.org)

### NOTE:

- One time expense – burden rate of \$998.39 for former retro issued for Supplement #2
- 2004-2005 Standard Wage Increase (11/04-5/05) \$24,010.21
- 2005-2006 Standard Wage Increase (6/05 – 8/06) \$56,476.20
- New monthly rate shall be increased to include all increases in rates to date: \$57,631.00 (see attached)
- Increased total Contract Value
- All terms and conditions not otherwise affected by this supplement remain unchanged and in full force and effect.

APPROVED \_\_\_\_\_

*Carol Wilson*

*Procurement Director*

Date Issued: 13 September 2006

(Original Signature on Document in Procurement Files)

**Paul Greco**  
Contract Specialist  
**(860) 713-5189**  
Telephone Number

# STATE OF CONNECTICUT

## PROCUREMENT SERVICES

### CONTRACT AWARD

### SCHEDULE

CONTRACT AWARD #:  
**03PSX0405**

CCPA, KIRK SPRINGSTED – 860-257-7909  
CMHA / CYCLONE SERVICES  
**SUPPLEMENT # 3**

ITEM #	DESCRIPTION OF COMMODITY AND/OR SERVICES	TOTAL PRICE
1	<b>Daily, Weekly, Monthly and Quarterly Services as per the attached Cleaning Specifications at 25 Sigourney St. Hartford, CT.</b>	\$57,631.00 Per month
2	<b>Bi –Annual Services per the attached Cleaning Specifications. DPW or Agent Authorization only.</b>	
2A	Composition flooring located in the Atrium / Lobby area, stripped and refinished w/ 3 coats high quality finish.	\$ 0.17 Per square ft.
2B	Composition VCT flooring located on the Eighth floor Mailroom area, stripped and refinished w/ 3 coats high quality finish.	\$ 0.17 Per square ft.
2C	Composition flooring located in the Garage Elevator lobby areas, P-1 through P4, stripped and refinished w/ 3 coats high quality finish.	\$ 0.17 Per square ft.
2D	Manufacturer approved dry-cleaning of all carpeted areas.	\$ 0.16 Per square ft.
2E	Marble flooring located in the Atrium / Lobby areas, strip and seal w/ Johnson Wax, Plaza Plus, # 04171”.	\$ 0.21 Per square ft.

**STATE OF CONNECTICUT**  
**PROCUREMENT SERVICES**  
**CONTRACT AWARD**  
**SCHEDULE**

CCPA, KIRK SPRINGSTED – 860-257-7909  
CMHA / CYCLONE SERVICES  
**SUPPLEMENT # 3**

ITEM #	DESCRIPTION OF COMMODITY AND/OR SERVICES	TOTAL PRICE
<b>3</b>	<b>Personnel Information. (Mandatory)</b>	
<b>3A</b>	<b>Number of employees to be staffed at facility.</b>	<b>19</b> Total Employees
<b>3B</b>	<b>Staffing hours total provided per month or 4.333 weeks.</b>	2058 Total Hours
<b>3C</b>	<b>Hourly Wage rate per employee.</b>	\$ 15.20 Per hour

# STATE OF CONNECTICUT

DEPARTMENT OF ADMINISTRATIVE SERVICES

PROCUREMENT SERVICES

165 Capitol Avenue, 5<sup>th</sup> Floor South

PO Box 150414

HARTFORD, CT 06115-0414

**Tony DeLuca**  
Contract Specialist  
**(860) 713-5070**  
Telephone Number

CONTRACT AWARD NO.: <b>03PSX0405</b>
Contract Award Date: 8 December 2003
Bid Due Date: 3 December 2003
SUPPLEMENT DATE: <b>5 April 2005</b>

**CONTRACT AWARD SUPPLEMENT #2**  
**IMPORTANT: THIS IS NOT A PURCHASE ORDER. DO NOT PRODUCE OR SHIP WITHOUT AN AGENCY PURCHASE ORDER.**

DESCRIPTION: Custodial services for the CT Dept. of Public Works; 25 Sigourney St. Hartford, CT as facility managed by Tunxis Management.

FOR: CT Dept. of Public Works  
165 Capitol Ave. Hartford, CT 06106.

TERM OF CONTRACT / DELIVERY DATE REQUIRED:  
N/A

AGENCY REQUISITION NUMBER: 87164

CHANGE TO IN STATE (NON-SB) CONTRACT VALUE	CHANGE TO DAS-CERTIFIED SMALL BUSINESS CONTRACT VALUE	CHANGE TO OUT OF STATE CONTRACT VALUE	CHANGE TO TOTAL CONTRACT AWARD VALUE
-	-	-	\$10,345.88

**NOTICE TO CONTRACTORS:** This notice of award is not an order to ship. Purchase Orders against contracts will be furnished by the using agency or agencies on whose behalf the contract is made.

INVOICE SHALL BE RENDERED DIRECT TO THE ORDERING AGENCY.

**NOTE:** Dollar amounts listed next to each contractor are possible award amounts, however, they do not reflect any expected purchase amounts (actual or implied). They are for CHRO use only.

**NOTICE TO AGENCIES:** A complete explanatory report shall be furnished promptly to the Procurement Manager concerning items delivered and/or services rendered on orders placed against awards listed herein which are found not to comply with the specifications or which are otherwise unsatisfactory from the agency's viewpoint, as well as failure of the contractor to deliver within a reasonable period of time specified. Please issue orders and process invoices promptly.

**CASH DISCOUNTS:** Cash discounts, if any, shall be given SPECIAL ATTENTION, but such cash discount shall not be taken unless payment is made within the discount period.

**PRICE BASIS:** Unless otherwise noted, prices include delivery and transportation charges fully prepaid f.o.b. agency. No extra charge is to be made for packing or packages.

**CONTRACTOR INFORMATION:**

Company Name: **Connecticut Community Providers Association, Inc.**

Address: **34 Cold Springs Rd., Suite 522, Rocky Hill, CT 06067**

Tel. No.: **860-257-7909**

Fax No.: **860-257-7777**

Contract Value: **N/A**

Contact Person: **Kirk Springsted**

SSN/FEIN No.: **060998831**

Delivery: **Per Terms and Conditions**

Certification Type (SBE, MBE, WBE or None): **none**

Terms: **Net 30 Days**

Agrees to Supply Political SubDivisions: **N/A**

Company E-mail Address and/or Company Web Site [kspringsted@ccpa-inc.org](mailto:kspringsted@ccpa-inc.org)

The purpose of this supplement is to provide the retro payment of \$10,345.88 for "Standard Wage Adjustments" from 2/1/04 through 10/31/04. This payment does not include the "burden rate".

**NOTE:** All terms and conditions not otherwise affected by this supplement remain unchanged and in full force and effect.

APPROVED \_\_\_\_\_

**TONY DELUCA**

Contract Specialist

Date Issued: 5 April 2005

(Original Signature on Document in Procurement Files)

# STATE OF CONNECTICUT

DEPARTMENT OF ADMINISTRATIVE SERVICES

PROCUREMENT SERVICES

165 Capitol Avenue, 5<sup>th</sup> Floor South

PO Box 150414

HARTFORD, CT 06115-0414

**Tony DeLuca**  
Contract Specialist  
**(860) 713-5070**  
Telephone Number

CONTRACT AWARD NO.:

03PSX0405

Contract Award Date:

8 December 2003

Bid Due Date:

3 December 2003

SUPPLEMENT DATE:

5 April 2005

## CONTRACT AWARD SUPPLEMENT #1

**IMPORTANT: THIS IS NOT A PURCHASE ORDER. DO NOT PRODUCE OR SHIP WITHOUT AN AGENCY PURCHASE ORDER.**

DESCRIPTION: Custodial services for the CT Dept. of Public Works; 25 Sigourney St. Hartford, CT as facility managed by Tunxis Management.

FOR: CT Dept. of Public Works  
165 Capitol Ave. Hartford, CT 06106.

TERM OF CONTRACT / DELIVERY DATE REQUIRED:  
N/A

AGENCY REQUISITION NUMBER: 87164

CHANGE TO IN STATE (NON-SB) CONTRACT VALUE	CHANGE TO DAS-CERTIFIED SMALL BUSINESS CONTRACT VALUE	CHANGE TO OUT OF STATE CONTRACT VALUE	CHANGE TO TOTAL CONTRACT AWARD VALUE
-	-	-	\$10,345.88

**NOTICE TO CONTRACTORS:** This notice of award is not an order to ship. Purchase Orders against contracts will be furnished by the using agency or agencies on whose behalf the contract is made.

INVOICE SHALL BE RENDERED DIRECT TO THE ORDERING AGENCY.

**NOTE:** Dollar amounts listed next to each contractor are possible award amounts, however, they do not reflect any expected purchase amounts (actual or implied). They are for CHRO use only.

**NOTICE TO AGENCIES:** A complete explanatory report shall be furnished promptly to the Procurement Manager concerning items delivered and/or services rendered on orders placed against awards listed herein which are found not to comply with the specifications or which are otherwise unsatisfactory from the agency's viewpoint, as well as failure of the contractor to deliver within a reasonable period of time specified. Please issue orders and process invoices promptly.

**CASH DISCOUNTS:** Cash discounts, if any, shall be given SPECIAL ATTENTION, but such cash discount shall not be taken unless payment is made within the discount period.

**PRICE BASIS:** Unless otherwise noted, prices include delivery and transportation charges fully prepaid f.o.b. agency. No extra charge is to be made for packing or packages.

### CONTRACTOR INFORMATION:

Company Name: **Connecticut Community Providers Association, Inc.**

Address: **34 Cold Springs Rd., Suite 522, Rocky Hill, CT 06067**

Tel. No.: **860-257-7909**

Fax No.: **860-257-7777**

Contract Value: **N/A**

Contact Person: **Kirk Springsted**

SSN/FEIN No.: **060998831**

Delivery: **Per Terms and Conditions**

Certification Type (SBE, MBE, WBE or None): **none**

Terms: **Net 30 Days**

Agrees to Supply Political SubDivisions: **N/A**

Company E-mail Address and/or Company Web Site [kspringsted@ccpa-inc.org](mailto:kspringsted@ccpa-inc.org)

The purpose of this supplement is to provide the retro payment of \$10,345.88 for "Standard Wage Adjustments" from 2/1/04 through 10/31/04. This payment does not include the "burden rate".

**NOTE:** All terms and conditions not otherwise affected by this supplement remain unchanged and in full force and effect.

APPROVED \_\_\_\_\_

**TONY DELUCA**

Contract Specialist

Date Issued: 5 April 2005

(Original Signature on Document in Procurement Files)

# STATE OF CONNECTICUT

DEPARTMENT OF ADMINISTRATIVE SERVICES

PROCUREMENT SERVICES

165 Capitol Avenue, Room G-8A, Ground Floor

PO Box 150414

HARTFORD, CT 06115-0414

**Paul Greco**  
Contract Specialist

**(860) 713-5189**  
Telephone Number

CONTRACT AWARD NO.:

03PSX0405

Contract Award Date:

11 December 2003

Bid Opening Date:

3 December 2003

## CONTRACT AWARD

**IMPORTANT: THIS IS NOT A PURCHASE ORDER. DO NOT PRODUCE OR SHIP WITHOUT AN AGENCY PURCHASE ORDER.**

DESCRIPTION: Custodial services for the CT Dept. of Public Works; 25 Sigourney St. Hartford, CT as facility managed by Tunxis Management.

FOR: CT Dept. of Public Works  
165 Capitol Ave. Hartford, CT 06106.

TERM OF CONTRACT / DELIVERY DATE REQUIRED:

February 1, 2004 through January 31, 2009

AGENCY REQUISITION NUMBER: 87164

IN STATE (NON-SB) CONTRACT VALUE	DAS CERTIFIED SMALL BUSINESS CONTRACT VALUE	OUT OF STATE CONTRACT VALUE	TOTAL CONTRACT AWARD VALUE
Est. \$ 3,025,000,00 total			Est. \$ 3,025,000,00 total

**NOTICE TO CONTRACTORS:** This notice of award is not an order to ship. Purchase Orders against contracts will be furnished by the using agency or agencies on whose behalf the contract is made.

INVOICE SHALL BE RENDERED DIRECT TO THE ORDERING AGENCY.

**NOTE:** Dollar amounts listed next to each contractor are possible award amounts, however, they do not reflect any expected purchase amounts (actual or implied). They are for CHRO use only.

**NOTICE TO AGENCIES:** A complete explanatory report shall be furnished promptly to the Procurement Manager concerning items delivered and/or services rendered on orders placed against awards listed herein which are found not to comply with the specifications or which are otherwise unsatisfactory from the agency's viewpoint, as well as failure of the contractor to deliver within a reasonable period of time specified. Please issue orders and process invoices promptly.

**CASH DISCOUNTS:** Cash discounts, if any, shall be given SPECIAL ATTENTION, but such cash discount shall not be taken unless payment is made within the discount period.

**PRICE BASIS:** Unless otherwise noted, prices include delivery and transportation charges fully prepaid f.o.b. agency. No extra charge is to be made for packing or packages.

### CONTRACTOR INFORMATION:

Company Name: **Connecticut Community Providers Association, Inc.**  
Address: **35 Cold Springs Road, Suite 522, Rocky Hill CT 06067-3165**

Tel. No.: **860 257-7909**

Fax No.: **860 257-7777**

Contract Value: Est. \$ 3,025,000,00 total

Contact Person: **Kirk Springsted**

SSN/FEIN No.: **06 0998831**

Delivery: **As Specified**

Certification Type (SBE, MBE, WBE or None): **None**

Terms: **Net 30 Days**

Agrees to Supply Political Sub-Divisions: **N/A**

Company E-mail Address and/or Company Web Site [www.ccpa.inc.org](http://www.ccpa.inc.org)

This agreement confirms authorization to perform services in accordance with attached schedule and specifications. The agency referenced above is hereby authorized to issue a Purchase Order to The Connecticut Community Providers Association, Inc. (CCPA), 35 Cold Springs Road, Suite 522, Rocky Hill CT 06067-3165 utilizing PA #77-405, Sec. 17b-656 of the Connecticut General Statutes.

APPROVED \_\_\_\_\_

**PAUL GRECO**

Contract Specialist

Date Issued: 11 December 2003

(Original Signature on Document in Procurement Files)

**Paul Greco**  
*Contract Specialist*

**(860)713-5189**  
*Telephone Number*

**STATE OF CONNECTICUT**  
**DEPARTMENT OF ADMINISTRATIVE SERVICES**  
**PROCUREMENT SERVICES**  
**165 Capitol Avenue, Room G-8A, Ground Floor**  
**PO Box 150414**  
**HARTFORD, CT 06115-0414**

BID NO.:  
**03PSX0405**

**Standard Bid and Contract Terms and Conditions - Page 1 of 3**

**All Invitations For Bids issued by the Department of Administrative Services, Procurement Services 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-52-22.**

**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**

1. Bids must be submitted on forms supplied by Procurement Services. Telephone or facsimile bids will not be accepted in response to an Invitation For Bids.

2. The time and date bids are to be opened is given in each bid issued. Bids received after the specified time and date of bid opening given in each bid proposal shall not be considered. Bid envelopes must clearly indicate the bid number as well as the date and time of the opening of the bid. The name and address of the Bidder should appear in the upper left hand corner of the envelope.

3. Incomplete bid forms may result in the rejection of the bid. Amendments to bids received by Procurement Services after the time specified for opening of bids, shall not be considered. An original and one copy of the proposal schedule shall be returned to Procurement Services. 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. Errors, alterations or corrections on both the original and copy of the proposal schedule to be returned must be initialed by the person signing the bid proposal or their authorized designee. 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.

4. 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.

5. 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.

6. 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.

7. 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.

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

9. 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.

10. All bids will be opened and read publicly and upon award are subject to public inspection.

**Guaranty or Surety**

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

**Samples**

12. 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.

13. 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**

14. 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.

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

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

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**Standard Bid and Contract Terms and Conditions - Page 2 of 3**

**Contract**

17. 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.

18. 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 Procurement Services.

19. 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.

20. Failure of a Contractor to deliver commodities or perform services as specified will constitute authority for Procurement Services 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.

21. 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.

22. 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.

23. Notwithstanding any provision or language in this contract to the contrary, the Commissioner 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, however, no compensation for lost profits shall be allowed.

**Delivery**

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

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

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

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

28. 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**

29. 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**

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

**Rights**

31. 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.

32. 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.

33. 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.

34. 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.

STANDARD BID  
TERMS AND CONDITIONS  
SP-19 Rev. 11/02  
(Prev. Rev. 04/02)

**Paul Greco**  
*Contract Specialist*

**(860)713-5189**  
*Telephone Number*

**STATE OF CONNECTICUT**  
**DEPARTMENT OF ADMINISTRATIVE SERVICES**  
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<b>BID NO.:</b> <b>03PSX0405</b>
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**Standard Bid and Contract Terms and Conditions - Page 3 of 3**

**Records, Files, and Information**

35. Incorporated by reference into this contract and Pursuant to Public Act No. 01-169, each contract in excess of two million five hundred thousand dollars between a public agency and a person for the performance of a governmental function shall (1) provide that the public agency is entitled to receive a copy of records and files related to the performance of the governmental function, and (2) indicate that such records and files are subject to the Freedom of Information Act and may be disclosed by the public agency pursuant to the Freedom of Information Act.

36. 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.

**Health Insurance Portability and Accountability Act  
(HIPAA)**

37. Under the Health Insurance Portability and Accountability Act (HIPAA) of 1996, Bidders are expected to adhere to the same standards as the state agency/covered entity as to Protected Health Information (PHI), to maintain compliance with Title 45 CFR Part 164.504, Uses and Disclosures: Organizational Requirements, Bidder Contracts. Protected Health Information (PHI) includes information related to claims, health services, federal and state tax information, financials, criminal/court related information and other personally identifiable records. Bidder agrees that it shall be prohibited from using or disclosing the PHI provided or made available by the state agency/covered entity or viewed while on the premises for any purpose other than as expressly permitted or required by this Contract. These uses and disclosures must be within the scope of the Bidder's

services provided to the state agency/covered entity. Bidders shall establish and maintain reasonable safeguards to prevent any use or disclosure of the PHI, other than as specified in this Contract or required by law. Bidder agrees that anytime PHI is provided or made available to any subcontractors or agents, Bidder must enter into a subcontract, which contains the same terms, conditions and restrictions on the use and disclosure of PHI as contained in this Contract. Bidder agrees to make available and provide a right of access to PHI by the individual for whom the information was created and disclosed. Bidder agrees to make information available as required to provide an accounting of disclosures. Bidder agrees to make its internal practices, books, and records relating to the use or disclosure of PHI received from, or created or received by Bidder on behalf of the state agency/covered entity, available to the Secretary of Health and Human Services (HHS) for purposes of determining compliance with the HHS Privacy Regulations. At termination of this Contract, Bidder agrees to return or destroy all PHI received from, or created by the state agency/covered entity. If not feasible, extend the protections of this agreement to the PHI and limit further uses and disclosures. Bidder will have procedures in place for mitigating any harmful effects from the use or disclosure of PHI in a manner contrary to this Contract or the HHS Privacy Regulations. Bidder must develop and implement a system of sanctions for any employee, subcontractor or agent who violates this Contract or the HHS Privacy Regulations. The PHI shall be and remain the resources of the state agency/covered entity. Bidder agrees that it acquires no title or rights to the information, including any de-identified information, as a result of this Contract. Bidder agrees that the state agency/covered entity has the right to immediately terminate this Contract if the state agency/covered entity determines that Bidder has violated a material term of this HIPAA Compliance Agreement above.

**STATE  
OF  
CONNECTICUT  
DEPARTMENT OF PUBLIC WORKS**

**BUILDING JANITORIAL  
MAINTENANCE SERVICES  
SPECIFICATION**

**For  
DAS Bid Number 03PSX0405**

**25 Sigourney St.  
Hartford, CT**

**Scope**

The contractor shall furnish all necessary trained personnel, equipment, and materials necessary to perform custodial / Janitorial services at the Department of Public Works (DPW) 25 Sigourney Street facility located in Hartford, CT for a period of five (5) years. This facility is approximately 467, 000 square feet and currently facility managed by Tunxis Management Company herein referenced as the Agent.

**Notice to Bidder:**

**State Holidays**

Janitorial Services shall not be provided during State holidays as listed below:

- New Year's Day
- Martin Luther King Day
- Lincoln's Birthday
- Washington's Birthday
- Good Friday
- Memorial Day
- Independence Days
- Labor Day
- Columbus Day
- Veteran's Day
- Thanksgiving Day
- Christmas Day

**Background**

The facility is comprised of approximately 467,000 square feet of office space. The square footage is provided here only as a general reference therefore, it shall be the bidders' responsibility to assess the square footage during the Mandatory Pre-bid meeting. In the event additional service areas increase or decrease, following the award of this contract, DPW or it's Agent may request service as well as price adjustments consistent with the change in requirement.

**Certificate of Insurance**

A Certificate of Insurance must be provided to the Agent following award and prior to the issuance of a purchase order. This certificate must reference the applicable contract number.

The contractor shall at all times maintain insurance coverage with a carrier licensed in the State of Connecticut. The State of Connecticut Department of Public Works as well as the Agent shall be named as the additional insured. Any change in carrier or coverage shall be brought to the attention of the DPW or the Agent Representative immediately.

Minimum coverage shall be as follows:

- Comprehensive General Liability minimum of \$2 million
- Employer's Liability \$500,000,
- Worker's Compensation \$500,000.

**Facility Conditions**

**Facility Access**

The State is not responsible for providing parking for contractor's employees. DPW or its Agent will provide the contractor's on-site supervisor with building entry keys and or key card access. Only the on-site contractors' supervisor will be authorized to lock or unlock doors for personnel carrying out the required service.

All services are to be performed Monday through Friday between the hours of 5:00pm and 10:00pm unless otherwise requested in writing by DPW or the Agent Representative.

Contractor employees will be required to sign in and out of the facility on an approved time sheet provided by the Agent.

**Limitations on Site**

No drugs, alcohol, or other prohibited drugs will be allowed on State property.

No unauthorized personnel, including children, will be allowed on State property.

The contractors' staff shall not use any telephones, office equipment or any other personal property belonging to the occupying State Agency, Agent or DPW.

No staff will be allowed on the premise without a background check. A written copy of this background check will be made available prior to commencement of services to DPW or the Agent prior to providing services on State premises.

The contractor's staff shall not enter the building any sooner that 15 minutes prior to start of their shift, nor re-enter following shift end.

**Environmental Factors**

Trash pick-ups and recyclable material removal must be frequent enough to avoid storage problems and to avoid CT Fire Code Violations. Breach of this requirement resulting in any violation related fines will be the responsibility of the awarded contractor.

The contractor is responsible for the removal of all recyclable materials generated (as per Public Act 87-544) from the building or a designated area in the facility to the dumpster.

No smoking is allowed on the premises including the facility parking lot.

Cleaning products are required where possible to be green label. (Environmentally friendly), odorless and shall be non-petroleum based. These products must be approved by the Agent prior to the service start date and shall be accompanied by MSDS sheets for all products used as required by Occupational Safety and Health Administration (O.S.H.A.) MSDS sheets will be on file on the premises at all times.

All equipment utilized for Vacuuming shall meet or exceed HEPA filtered certification.

**Required Services**

PLEASE SEE CLEANING SPECIFICATIONS FOR TASK & FREQUENCY.

**Monthly Maintenance/Cleaning Calendar**

The contractor shall prepare a Monthly Maintenance/Cleaning Calendar that reflects the Cleaning Specifications. This calendar must be forwarded to the Agent prior to the start of each month.

**Carpet Cleaning**

Complete Carpet cleaning shall only be performed when authorized. Carpet Care guidelines will be that of Manufacturers' approved cleaning process and appropriate equipment.

The contractor shall not clean carpets unless authorized by the Agent in writing and must obtain a valid purchase order in the amount for the work request prior to commencement.

**Care Of Hard Floors**

All flooring (Composition, Tile, Marble must be professionally cleaned with tested and approved cleaning agents. Service will require Agent authorization as well as an authorized purchase order.

**Contract Manager**

The Agent shall be the "Contract Manager" and shall have control over the implementation of the contractual services. His or Her control of implementation of the contract shall be in accordance to the award and shall not deviate from it. All services including the use of supplies shall be per prior approval of the Contract Manager. He or She shall be the *only* individual making request for the state to the contractor; request by any other requester shall be invalid.

**Management of the Contract**

A daily work schedule detailing approximate location of workers and tasks is to be submitted to the Agent listing of all on-site equipment and supervision necessary to perform services as specified; i.e., Scrubber, buffers, mops, buckets, Site Supervisor name, pager and or phone number.

**Performance Monitoring**

Performance monitoring by way of monthly inspection resulting in dissatisfaction shall constitute non-compliance and shall be considered poor performance. Repeated requests for corrective measures shall constitute noncompliance. In the event noncompliance exceeds three (3) occasions, the Department of Administrative Services Procurement Representative will seek termination of this agreement.

In the event a contract is terminated due to poor performance, the State may incur any additional expenses to remedy the fulfillment of this agreement and in turn may charge the original contractor for any resulting additional expenses throughout the term of the contract.

**Daily Log**

The contractor shall be responsible for maintaining and signing a daily logbook used by the Contract Manager for the purpose of notifying the contractor of any concerns seeking corrective action. The on-site Supervisor will be responsible for reviewing this logbook at the beginning of each shift and will ensure that corrections are made. Corrective measures addressed by way of this logbook shall be documented by the on-site supervisor and will be made available at the weekly inspections.

**Inspections**

The contractor's management representative will conduct scheduled weekly inspections. In addition the contractor's management representative and Agent representative will conduct scheduled monthly inspections.

**Performance Monitoring**

Throughout the term of this agreement the contracting Agency and the Department of Administrative Services will monitor performance of the contractor. DAS-Procurement will review all deficiencies or reports of contractual concern for the purpose of validating such concerns. Any valid contractual breach will result in a monetary penalty of 10% of the monthly payment. The contractor will then be given a reasonable opportunity to remedy the performance issues.

Continued poor performance or noncompliance that results in a second validated complaint at a given location will result in a monetary penalty of 10% of the monthly payment and a mandatory hearing involving DAS Procurement personnel.

**Property Damage**

The contractor shall be responsible for the repair or replacement cost of any damage to State and or personal property caused by the use, misuse, or negligence of the contractor's employees. Such damage (s) must be acknowledged in writing within 48 hours of the occurrence. If the contractor cannot remedy the repair or replacement of damaged property in a timely manner and as directed to by the State or it's Agent. The State and or its Agent reserve the right to resolve the issue independently and collect monetarily from the contractor. Loss of keys, cards, or codes must be reported to the designated Contract Manager within two (2) hours. Contractor will accept full responsibility of such loss and expenses as a result.

**Failure to comply with this provision will be grounds for immediate termination of the contract.**

**Security**

The contractor is responsible for conducting a comprehensive background investigation of all employees assigned to the contract. A statewide background check shall be performed within 24 hours prior to date of hire and shall detail employment history, arrest information and citizenship. This information shall be submitted to the Agent.

A written copy of the background check shall also be forwarded to DPW Public Safety. No cleaning staff shall be allowed on the premise without compliance to this requirement. DPW reserves the right to verify background investigations of contractors' employees to insure the thoroughness and accuracy of the information submitted.

The contractor shall provide all employees with picture I.D. badges.

In the event the contractor fails to secure the property, the contractor will be responsible for all expenses for contract security to include DPW/Police service, tenant employee compensation as well as any loss or damage to property.

**Confidentiality Provision**

It is understood that any company working within the 25 Sigourney Building is required to have all its employees sign a confidentiality agreement (below) and submit to the Agent prior to contract start date.

"As an employee, agent or vendor of the Connecticut Department of Revenue Services, you may come in contact with state and/or federal tax returns, and tax return information. All tax information, in whatever form, is strictly confidential; and you may not disclose any such information during or after your employment or contract period with this Department. Unauthorized disclosure or inspection of any federal or state tax information may result in dismissal, criminal prosecution and civil suit as prescribed by federal and state statutes. (Connecticut General Statute 12-15 and 7213, 7431 of the Internal Revenue Code.)

As an employee, agent or vendor of this Department, if there is any doubt as to what information can be furnished (even when persons represent themselves as the taxpayer), you should consult your supervisor or agency contact. As an agent of this Department unauthorized disclosure of a tax return or return information is prohibited.

I have read the above information on disclosure and inspection of tax return information and understand that this is a condition of employment or contract with this Department. Please sign and return to the Department of Revenue Services; c/o Business Office-19 FL.; 25 Sigourney Street; Hartford, CT 06106."

**Training**

All training must be documented to and approved by the Agent prior to deployment of the contractor's personnel on the state premises. Untrained personnel shall not be admitted on the state premises at any time.

The contractor is responsible for training personnel in meeting all necessary State, Federal and OSHA regulations. Training documentation of this training must be submitted with the bid package.

**Sub-Contracting**

The contractor shall be responsible for the quality of the delivered services if using a subcontractor and shall be responsible in ensuring that any subcontractor used complies with all terms and conditions of this agreement.

In the event the DPW, or the Agent determines that services performed or materials furnished by the contractor are defective or not in conformance with contract specifications, the State shall order the contractor, in writing, to correct the non-conforming condition(s) within 3 days. Upon failure to comply as agreed, the State shall have the authority to correct the condition(s) by other means,

**Bid Requirements**

**Item 1: Daily, Weekly, Monthly and Quarterly Service Cost.**

This cost will be for services provided for the entire building per the attached Cleaning Specifications billed as the monthly service rate. This cost shall not include the 2x per annual service requests.

**Item 2: Bi-Annual Service Cost**

Bi annual service requests (2x/year) are not guaranteed. These services may only be provided upon DPW or Agent authorization and a valid purchase order.

**Item 3: Personnel Information**

Contractor personnel information assigned to providing services under this contract is mandatory. This line item requests the number of contractor employees staffed at this facility per this contract award, total hours of work provided monthly (based on 4.333 weeks) as well as wages paid per hour per employee. Minimum wages paid by the contractor must be consistent with the CT Department of Labors' documented Standard Wage Rates for Certain Service Workers per Connecticut General Statues 31-57f if the awarded value of this contract is or exceeds \$50,000.00 annually.

### **Mandatory Submittal Requirements**

Each bidder must submit the following information with his or her bid. Failure to do so may be grounds for rejecting their bid.

1. Two (2) letters of recommendation from customers in which your company provides similar services to equal or larger size facilities for a minimum of two years.
2. Evidence of similar contracts or accounts where the bidder is currently performing satisfactorily. (Bidders Qualifications, SP14)
3. A statement indicating bidder's plan of action in providing services.
4. Evidence in employee training.

### **Award**

Award will be made to the lowest, responsive qualified bidder. Lowest cost is determined by the monthly cost of line item one (1) services per the attached cleaning specifications. All prices submitted shall remain firm for the entire term of the contract with exception to requested increases relevant to The Standard Wage Rates for Certain Service Workers per Connecticut General Statutes 31-57f. Such increase requests shall be made in writing to Paul S. Greco, DAS Procurement Services, 165 Capitol Ave. Hartford, CT 06106 Rm. G8-A. Increase requests will be deemed acceptable only if consistent to the escalation of the wage rates documented by the CT Department of Labor (DOL) per Connecticut General Statutes 31-57f. In the event the awarded contractor's hourly rates exceed the most current posted D.O.L Standard rates, the request will not be acceptable until the most current D.O.L Standard rates exceed the awarded hourly rate. The State further reserves the right to award in whole or in part any line items as requested in the proposal schedule. Current Standard Wage Rates for Certain Service Workers per Connecticut General Statutes 31-57f may be viewed by visiting [www.ct.dol.state.ct.us](http://www.ct.dol.state.ct.us)

### **Changes**

All changes to this bid or contract must be approved by DAS Procurement in the form of a written request. In the event information is unclear prior to the bid due date, all questions must be submitted in writing to Paul Greco at fax 860-622-2932 10 days prior to the due date. Appropriate clarification will be administered via a DAS Bid Addendum.

### **Following Award:**

Following the award, a meeting shall be conducted to discuss expectations, implementation, and to collect required documentation. The contractor may arrange this discussion with the Agent, Tunxis Management by contacting Karen Tietjen at 860-951-4004.

### **Purchase Orders / Invoicing**

The Agent will issue a purchase order prior to commencement of services. Invoicing must reference the purchase order number as well as the contractor's FEIN number. Questions regarding purchase orders should be made to Karen Tietjen at 860-951-4004. Invoices for payment should be addressed to: **Tunxis Management Co., 25 Sigourney St. Hartford, CT 06106 Attn. Karen Tietjen**

# CLEANING SPECIFICATIONS

FOR: 25 Sigourney Street

SERVICE DESCRIPTION		FREQUENCY					
		DAILY	WEEKLY	MONTHLY	QUARTERLY	ANNUAL	
<b>I GENERAL HOUSEKEEPING-COMMON AREAS</b>							
1	Empty all wastebaskets and receptacles, change liners as needed.	X					
2	Spot clean all wastebaskets and receptacles as needed.	X					
3	Remove wastepaper and waste material to designated area.	X					
4	Sweep all flooring using approved dust down preparations; damp mop all flooring in entrance foyers.	X					
5	Vacuum all carpeted areas using a certified Hepa (or better) filtered vacuum.	X					
6	Spot clean all carpeting (using approved Manufacturer process & materials- Attachment A).	X					
7	Clean all cigarette urns on P-4, replace sand if needed, and sweep smoking area.	X					
8	Dust all furniture including vinyl, plastic, or leather covered chairs, fixtures, telephones, and window sills	X					
9	Dust all glass furniture tops, damp wipe and polish as needed.	X					
10	Dust all chair rails, trim, etc.		X				
11	Dust all baseboards and remove stains, if possible		X				
12	Wash and sanitize all water fountains & coolers including upper and lower air vents.	X					
13	Keep janitorial closets and slop sink rooms in a clean and orderly condition.	X					
14	Keep service corridors on each floor, including lobby floor, in a clean and orderly condition.	X					
15	Keep storage closets, utility and telephone rooms in an orderly condition. No storage in utility/phone closets.	X					
16	Dust clothing closets, shelving and coat racks.	X					
17	Remove all fingerprints, smudges, etc. from all glass, brass surfaces, vinyl, metal and painted surfaces	X					
18	Wash freight elevator, stairways, offices and utility doors as necessary, using clear water or approved cleaner.	X					
19	Damp mop tile floor (or vacuum if carpeted), wipe down sinks and counter tops on all floors.	X					
20	Brush and/or vacuum all upholstered furniture, including chairs. Spot clean as needed.			X			
21	Spray buff all composition flooring using an Agent approved method; sweep and clean corners so as to remove buffing residue.		X				
22	Machine strip and refinish (using at least 3 coats high quality finish) all composition flooring.				X		
<b>II GENERAL HOUSEKEEPING-TENANT OFFICE CLEANING</b>							
1	Empty all wastebaskets and receptacles, change liners as needed.	X					
2	Spot clean all wastebaskets and receptacles as needed.	X					
3	Remove all waste material, including recyclable materials to designated area.	X					
4	Vacuum employee carpeted areas using a certified Hepa (or better) filtered vacuum; special attention is to be paid to the commissioner offices on floors 12 & 20.		2x per week				
4a	Vacuum common area carpeted areas using a certified Hepa (or better) filtered vacuum; special attention is to be paid to the commissioner offices on floors 12 & 20.	X					
5	Spot clean all carpeting (using approved Manufacturer process & materials).	X					

# CLEANING SPECIFICATIONS

FOR: 25 Sigourney Street

SERVICE DESCRIPTION		FREQUENCY					
		DAILY	WEEKLY	MONTHLY	QUARTERLY	ANNUAL	
6	Dust mop (using an appropriate dust mop treatment) and/or sweep all composition flooring, being sure to remove all dirt from corners and edges.	X					
7	Spot mop stains and spillage on all composition flooring.	X					
8	Wash and sanitize all water fountains & coolers including upper and lower air vents.	X					
9	Spot clean all glass entrance doors.	X					
10	Lightly dust office and desk equipment (i.e. telephones, typewriters, projectors, computers, etc.), all desk tops, countertops, credenzas, book shelves, file cabinet tops, and glass tops. <b><u>*Contractor is not to touch or move items on desks!</u></b>	X					
11	Spot clean glass in all interior window, door, wall, partition, as well as any other miscellaneous glass surfaces.	X					
12	Spot clean bottom of office doors where scuffed.	X					
13	Dust all window frames.		X				
14	Dust all molding including above and below hand height.		X				
15	Spot clean and remove fingerprints and dirt smudges from around light switches and the portion of painted wall surfaces immediate surrounding them.		X				
16	Dust chairs.		X				
17	Dust miscellaneous stands, bookcases and shelves.		X				
18	Dust cabinets, files and safes.		X				
19	Wipe vinyl baseboards to remove stains and dust.			X			
20	Dust pictures.			X			
21	Remove fingerprints and dirt smudges from all surfaces needing attention.			X			
22	Wipe clean all telephones using a sanitizing solution.			X			
23	Brush and/or vacuum all upholstered furniture, including chairs. Spot clean as needed.			X			
24	Spot wash all floor, wall, fixture, and office furniture surfaces needing attention.				X		
25	Dust all overhead light fixtures.				X		
26	Vacuum all overhead ventilation grills using a certified Hepa (or better) filtered vacuum.				X		
27	Detail dust and damp wipe all high ledges, sills, molding, a/c grills, thermostats, window frames, etc. (Do not remove thermostat covers)				X		
28	Vacuum or wipe with treated cloth (as appropriate) all window blinds.				X		
29	Spot clean glass in all interior window, door, wall, partition, as well as any other miscellaneous glass surfaces.				X		
<b>III RESTROOMS</b>							
1	Clean, sanitize, and polish all vitreous fixtures including toilet bowls, both sides of toilet seats, urinals, and sinks using a germicidal solution.	X					

# CLEANING SPECIFICATIONS

FOR: 25 Sigourney Street

SERVICE DESCRIPTION		FREQUENCY					
		DAILY	WEEKLY	MONTHLY	QUARTERLY	ANNUAL	
2	Clean and sanitize both sides of every toilet seat with a germicidal detergent. <b>NOTE: Seats to be left in the upright position!</b>	X					
3	Wash and disinfect all sinks and countertops using a non-scratch cleanser.	X					
4	Clean and polish all chrome fittings and bright work including flushometers and metal dispensers removing all buildup.	X					
5	Clean and polish all mirrors.	X					
6	Empty all trash containers to designated areas and insert liners as required.	X					
7	All sanitary napkin receptacles will be properly handled, disinfected using an approved spray disinfectant, and a new liner used.	X					
8	Remove spots, stains, and splashes from all wall areas.	X					
9	Remove soil from doors, frames, light switches, handles, etc	X					
10	Dust and/or damp wipe all stall partitioning and walls.	X					
11	Wash or spot clean partition walls.	X					
12	Spot clean door kick & push plates, and the area immediately surrounding them.	X					
13	Refill all paper, soap, and feminine product dispensers.	X					
14	Sweep, soap mop, and rinse clean tile floor with an approved disinfectant cleaner. <b>*NOTE: Fresh mop water solution must be used on each floor!</b>	X					
15	Pour one (1) gallon of water down each floor drain to reduce sewer gas odor.		X				
16	Machine scrub tile floors using clean rinse water for each bathroom. <b>*NOTE: Agent may request that the floors be stripped &amp; sealed with an approved product on an as needed basis!</b>				X		
17	Scrub all tile walls; wipe clean leaving no water marks.				X		
18	Dust light fixtures and wipe aluminum parabolic lenses.				X		
19	High dust all surfaces.			X			
20	Vacuum all overhead ventilation grills using a certified Hepa (or better) filtered vacuum. Spot clean as needed to remove built-up dust and dirt.				X		
<b>IV ATRIUM / LOBBY</b>							
1	Empty all wastebaskets and receptacles, change liners as needed.	X					
2	Spot clean all wastebaskets and receptacles as needed.	X					
3	Remove wastepaper and waste material to designated area.	X					
4	Vacuum all carpeted areas using a certified Hepa (or better) filtered vacuum, including mat(s) at vestibule entrance.	X					
5	Spot clean all carpeting (using approved Milliken process & materials- Attachment A).	X					
6	Sweep and/or dust mop <u>and</u> wet mop all marble and composition flooring.	X					
7	Spray buff, to a high gloss, all marble and composition flooring using an Agent approved method; sweep and clean corners so as to remove buffing residue.		X				

# CLEANING SPECIFICATIONS

FOR: 25 Sigourney Street

SERVICE DESCRIPTION		FREQUENCY					
		DAILY	WEEKLY	MONTHLY	QUARTERLY	ANNUAL	
8	Spot clean all spillage on marble and other hard surface flooring.	X					
9	Clean door glass (both sides) at main entrances.	X					
10	Dust and clean thoroughly Building Directory, including all surrounding metal and trim.	X					
11	Clean metal trim surrounding the main entrances.	X					
12	Spot clean inside of window glass and metal trim of ATM.	X					
13	Spot clean and wipe atrium guard rail and glass.	X					
14	Dust all high ledges, counters, and moldings located six (6) feet from floor and above.		X				
15	Dust and wipe as needed all low ledges, counters, sills, and moldings located within six (6) feet from the floor		X				
16	Dust and wipe all surfaces located above the revolving doors.			X			
17	Clean and dry polish all plant urns removing any debris from inside.		X				
18	Clean out refrigerators in all employee lounges on all the floors every <u>FRIDAY</u> . Signs are to be posted instructing employees to remove all items.		X				
19	High dust all vertical surfaces, down lights, and other light fixtures.		X				
20	High dust all sprinklers, ventilation grills, and all other ceiling fixtures as appropriate.			X			
21	Vacuum all overhead ventilation grills using a certified Hepa (or better) filtered vacuum.				X		
22	Strip and coat marble floors with agent approved Sealer Finish preferably Johnson Wax "Plaza Plus" non wax sealer finish product #04171					1x/year	
23	Machine strip and refinish (using at least 3 coats high quality finish) all composition flooring.					2x per year	
<b>V MEZZANINE CAFETERIA SEATING AREA</b>							
1	Vacuum all carpeted areas using a certified Hepa (or better) filtered vacuum including edges.	X					
2	Spot clean all carpeting (using approved Milliken process & materials- Attachment A).	X					
3	Clean all lunch tables.	X					
4	Vacuum and wipe interior window ledges including planter boxes.			X			
<b>VI EIGHTH (8TH) FLOOR MAILROOM (VCT FLOORING)</b>							
1	Empty all wastebaskets and receptacles, change liners as needed.	X					
2	Spot clean all wastebaskets and receptacles as needed.	X					
3	Remove wastepaper and waste material to designated area.	X					
4	Sweep/dustmop all flooring.	X					
5	Damp mop all flooring in entrance foyers.	X					
6	Machine strip and refinish (using at least 3 coats high quality finish) all composite flooring.					2x per year	
<b>VII NINTH (9TH) FLOOR COMPUTER ROOM (RAISED FLOORING)</b>							
1	Empty all wastebaskets and receptacles, change liners as needed.	X					

# CLEANING SPECIFICATIONS

FOR: 25 Sigourney Street

SERVICE DESCRIPTION		FREQUENCY					
		DAILY	WEEKLY	MONTHLY	QUARTERLY	ANNUAL	
2	Spot clean all wastebaskets and receptacles as needed.	X					
3	Remove wastepaper and waste material to designated area.	X					
4	Vacuum all flooring using a certified Hepa (or better) filtered vacuum.	X					
5	Spot mop all flooring using <u>low moisture</u> damp mop and neutral cleaner.	X					
6	Vacuum all overhead ventilation grills using a certified Hepa (or better) filtered vacuum.				X		
<b>VIII ELEVATOR LOBBIES AND CORRIDORS</b>							
1	Empty all wastebaskets and receptacles, change liners as needed.	X					
2	Spot clean all wastebaskets and receptacles as needed.	X					
3	Remove all waste material, including recyclable materials to designated area.	X					
4	Sweep and/or dust mop <u>and</u> wet mop all marble and composition flooring.	X					
5	Spray buff, to a high gloss, all marble and composition flooring using an Agent approved method; sweep and clean corners so as to remove buffing residue.		X				
6	Vacuum all carpeted areas using a certified Hepa (or better) filtered vacuum.	X					
7	Spot clean all carpeting (using approved Milliken process & materials- Attachment A).	X					
8	Wash and sanitize all water fountains & coolers <u>including</u> upper and lower air vents.	X					
9	Spot clean all marble wall surfaces.	X					
10	Spot clean all vinyl wall surfaces.	X					
11	Spot clean doors and door frames.	X					
12	Mop freight lobbies.	X					
13	Mop freight elevator cab floor.	X					
14	Dust down lights in elevator lobby		X				
15	Dust baseboards and wipe to remove stains.		X				
16	Wipe doors and frames with treated cloth.		X				
17	Spray buff all freight lobbies.		X				
18	High dust vertical surfaces, sprinkler heads and ventilation grills.			X			
19	Machine strip and refinish (using at least 3 coats high quality finish) all freight lobby flooring.			X			
20	Dust corridor light fixtures.			X			
21	Dust and dry polish aluminum parabolic lenses found in corridor light fixtures.				X		
<b>IX ELEVATOR CABS AND DOORS</b>							
1	Vacuum all carpeted areas using a certified Hepa (or better) filtered vacuum.	X					
2	Detail vacuum all carpeted flooring including edges.	X					
3	Spot clean all carpeting (using approved Manufacturer process & materials).	X					
4	Clean all doors, door frames and bright metal work with a treated cloth. Dry polish leaving no streaks.	X					
5	Clean all Formica wall surfaces with a treated cloth.	X					
6	Clean and polish all thresholds.	X					



# STATE OF CONNECTICUT

## PROCUREMENT SERVICES

### CONTRACT AWARD

### SCHEDULE

CONTRACT AWARD #:  
**03PSX0405**

CCPA, KIRK SPRINGSTED – 860-257-7909  
CMHA / CYCLONE SERVICES

ITEM #	DESCRIPTION OF COMMODITY AND/OR SERVICES	TOTAL PRICE
1	<b>Daily, Weekly, Monthly and Quarterly Services as per the attached Cleaning Specifications at 25 Sigourney St. Hartford, CT.</b>	\$50,436.00 Per month
2	<b>Bi –Annual Services per the attached Cleaning Specifications. DPW or Agent Authorization only.</b>	
2A	Composition flooring located in the Atrium / Lobby area, stripped and refinished w/ 3 coats high quality finish.	\$ 0.17 Per square ft.
2B	Composition VCT flooring located on the Eighth floor Mailroom area, stripped and refinished w/ 3 coats high quality finish.	\$ 0.17 Per square ft.
2C	Composition flooring located in the Garage Elevator lobby areas, P-1 through P4, stripped and refinished w/ 3 coats high quality finish.	\$ 0.17 Per square ft.
2D	Manufacturer approved dry-cleaning of all carpeted areas.	\$ 0.16 Per square ft.
2E	Marble flooring located in the Atrium / Lobby areas, strip and seal w/ Johnson Wax, Plaza Plus, # 04171”.	\$ 0.21 Per square ft.

**STATE OF CONNECTICUT**  
**PROCUREMENT SERVICES**  
**CONTRACT AWARD**  
**SCHEDULE**

CCPA, KIRK SPRINGSTED – 860-257-7909  
CMHA / CYCLONE SERVICES

ITEM #	DESCRIPTION OF COMMODITY AND/OR SERVICES	TOTAL PRICE
3	<b>Personnel Information. (Mandatory)</b>	
3A	<b>Number of employees to be staffed at facility.</b>	<b>19 Total Employees</b>
3B	<b>Staffing hours total provided per month or 4.333 weeks.</b>	2058 Total Hours
3C	<b>Hourly Wage rate per employee.</b>	\$ 15.20 Per hour