REQUEST
FOR
QUOTATION

Please quote on the commodities or services listed below. All prices must be FOB Destination. You must show Unit Price, Amount and Total or bid may be rejected. The State of Connecticut is exempt from payment of Federal Excise taxes and the Connecticut Sales Tax. Do not include such taxes in bid prices. CCSU reserves the right to reject in whole or in part any or all bids submitted.

This is NOT an order to ship.

VENDOR NAME ____________________________________________
ADDRESS ____________________________________________

ISSUED BY (return to)
Central Connecticut State University
Purchasing Department, Marcus White Annex 006
1615 Stanley Street
New Britain CT 06050-4010

SIGNED (for Agency)

Prepared by:
Thomas Brodeur, C.P.M.
Director of Purchasing
Phone 860-832-2531

Purchasing Authority:
C.G.S. 10a-151b
C.G.S. 4a-52a

BID NUMBER: 2018-16

BID DUE DATE:
December 20, 2017*
3:00 PM

DATE ISSUED:
December 5, 2017

CCSU is seeking a qualified contractor or contractors to provide security guard services at CCSU for various CCSU sponsored events on campus on an as-needed basis. See the following pages for details and specifications.

Hourly Rate (per person) for Security Guard Services $____________

Holiday Rates (see page 2*) $____________

Hourly Rate for Security Supervisor $____________

Holiday Rates (see page 2*) $____________

Return bid to the CCSU Purchasing Department Marcus White Annex room 006, in an enclosed sealed envelope marked: Sealed Bid 2018-16 due 3:00 PM on December 20 2017*. No faxed or emailed responses shall be accepted.

* In the event of university closing or early dismissal due to inclement weather this RFP will be due and opened at 3:00 PM on the next business day. Call the University Snow Phone at 860-832-3333 for up to date information on cancellations or early closings.

Vendor Authorized Signature ____________________________ Date _________________
Printed Name ____________________________
Email Address ____________________________
Telephone and Extension ____________________________
FEIN ____________________________ Cash Discount Payment Terms ____% ____days, Net 30
The contractor is to provide uniformed, unarmed security guard services to CCSU to either act as the primary security presence or to supplement CCSU Police personnel at events such as but not included to athletic games, guest receptions, graduate commencements, student dances and other events on an as-needed basis.

Description of responsibilities –
Guards shall be uniformed and unarmed. Guards shall carry out detailed instructions and procedures provided for by the representative of the CCSU department requiring the service. Guards shall observe and report security and emergency situations, and shall only intervene directly in situations which require minimal action to safeguard persons or property.

See Attachment A, which is sample of expectations of security services for a typical dance, concert or similar special event. This is a SAMPLE ONLY and it not presented as a universal set of expectations or requirements for all campus events, but should provide enough detail so that companies know the level of services they can reasonably expect to provide under the contract.

Supervisors shall serve as liaisons between the Contractor, the on-site guard staff and the CCSU representative. Supervisors shall, among other functions, monitor and supervise the performance of all security personnel and shall coordinate with the CCSU representative to make sure events are being properly managed to the satisfaction of CCSU personnel.

Security guards and supervisors provided under this contract must be able to speak, read and write the English language in order to communicate with visitors and CCSU staff and to prepare incident reports. CCSU reserves the right to request or recommend replacement of a guard or guards if it is deemed to be in the best interest of CCSU. Upon request by CCSU, Contractor shall provide one or more female guards at whichever events, in the opinion of CCSU, will require a female guard presence.

SERVICE HOURS
Guard service required under this RFQ and contract will be provided on an as-needed basis throughout the year to accommodate disparate events and functions for a number of different CCSU departments. Contractors should be aware that service requirements will include evening and night hours (for guest receptions and student dances or concerts) and weekend hours (athletic games). Quoted rates shall apply for all of the above. No overtime charges shall be allowed.

* CCSU defines holidays for its outside service providers as New Year’s Day, Independence Day, Thanksgiving Day and Christmas Day. While a request for service on these days may be rare, there IS a chance that CCSU will require services for a football game on Thanksgiving Day (for example ONLY).

APPLICABLE LAWS, PERMITS
Contractor shall comply with all applicable federal, state and municipal laws including but not limited to –
CT Public Act 08-73 (an Act Concerning the Licensing and Training of Private Detectives, Guard Services and Security Personnel)
Connecticut General Statute 29-161g (Security service license required)
Connecticut General Statute 29-161q (Qualifications of security officers. License. Instructor approval. Registration. Identification card)

Contractor shall obtain and maintain in full force and effect all required licenses, permits and authorizations necessary to perform security guard related services in the State of Connecticut. The contractor shall provide CCSU with evidence of such licenses, permits, and authorizations. This evidence shall be submitted subsequent to the contract award. All costs associated with any such licenses, permits and authorizations shall be the responsibility of the contractor.

STANDARD WAGE RATES
Based on historical usage and the fact that these services will be performed sporadically throughout the term of the contract for separate, distinct events and functions, Standard Wage Rates do NOT apply to this RFQ.
SUBMISSION OF QUESTIONS

Contractors may submit questions or requests for clarification via email to brodeur@ccsu.edu. The deadline for submission of questions is 4:00 p.m., E.S.T., on December 13, 2017. Any answers, clarifications or corrections that change the scope of this RFQ will be issued as an addendum.

ADDENDA TO THIS RFQ

CCSU may need to issue one or more addenda related to this RFQ. Such addenda shall be posted at http://www.ccsu.edu/purchasing/currentBids.html. It shall be the responsibility of prospective contractors and other interested parties to familiarize themselves with the website and visit it regularly during the RFP process for updated information or addenda related to this RFQ.

Receipt of addenda must be acknowledged by each proposer, and the failure of a proposer to acknowledge any addendum shall not relieve the proposer of the responsibility for complying with the terms thereof. All addenda must be signed by an authorized respondent representative and returned with the proposal on or before the proposal opening date and time.

This process is intended to ensure that all vendors have equal access to information relative to this RFQ. No information communicated verbally shall be effective unless confirmed by written communication from the Purchasing Department of the University.

HISTORICAL DATA

Typical events include, but are not limited to –
1. Student dances with attendance of about 500
2. Major concerts in Welte Auditorium with a capacity of 1,850
3. Outdoor concerts and events on the grounds of the campus where the attendance may range from 2,000-5,000
4. Sporting events where the attendance could be between 2,000-4,000

As historical information on usage or needs, CCSU spent roughly the following on security guard services over the past several fiscal years. This information is provided for reference ONLY and is NOT a guarantee of future needs or obligations.

<table>
<thead>
<tr>
<th>Period</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>7/1/2014 – 6/30/2015</td>
<td>$18,913</td>
</tr>
<tr>
<td>7/1/2015 – 6/30/2016</td>
<td>$11,549</td>
</tr>
<tr>
<td>7/1/2016 – 6/30/2017</td>
<td>$9,871</td>
</tr>
<tr>
<td>7/1/2017 to date</td>
<td>$6,436</td>
</tr>
</tbody>
</table>

CONTRACT

CCSU shall enter into a Contract with the awarded contractor for the services described herein. Purchase Orders issued by CCSU’s Purchasing Office shall be issued for annual service needs or on an as-needed basis once a contract has been executed. No work is to be done prior to receiving a valid, signed Purchase Order.

All provisions of this Request for Proposal and the successful proposal, as mutually agreed upon by subsequent negotiation, provide the specifications for, and obligations of both parties to be executed by any duly authorized representative(s). This Request for Proposal and the successful proposal will constitute the fundamental outline of the awarded contract.

A sample draft of the anticipated award contract is included here as Attachment B, Contract Draft. This draft is provided for information ONLY. Final award contract will be subject to the terms of this RFP, the awarded company’s proposal and subsequent negotiations.

CONTRACT TERM

This contract will be for the period from date of contract execution – June 30, 2020. CCSU reserves the right to renew the contract, with the consent of the Contractor, for two additional one year periods or parts thereof.

CCSU reserves the right to award contracts to one or more respondents based on bid response structures and the best interest of CCSU.
CONTRACT EXTENSION

The contract(s) resulting from any bid activity may be made available to the constituent units of the state system of public higher education, and to participating members of the Connecticut Colleges Purchasing Group (CCPG), subject to the approval of the Contractor.

PAYMENT CLAUSE

Section 3-117 of the General Statutes of the State of Connecticut prohibits any state agency from making prepayment for any services. The contractor shall invoice CCSU for each event worked as soon as possible after the date of the event.

DIRECT PAYMENTS

Awarded contractor shall be requested to enroll in CCSU’s Direct Deposit process which will allow the CCSU Accounts Payable Department to electronically deposit payments through the Federal Automated Clearing House (ACH) directly into the contractor’s bank account.

NONDISCRIMINATION STATEMENT

Central Connecticut State University is an affirmative action equal opportunity institution. The University will not knowingly do business with any bidder, contractor, subcontractor or supplier of materials found to be in violation of any state or federal antidiscrimination law.
STATEMENT OF BIDDER’S QUALIFICATIONS

This form will be used in assessing a Bidder’s Qualification and will be used to determine if bid submitted is from a responsible bidder. State law designates that contracts be awarded to the lowest responsible qualified bidder. Factors such as past performance, integrity of the bidder, conformity to the specifications, etc., will be used in evaluating bids.

A) Please list any relevant Licenses, Certifications, Registrations, etc., which qualify your company to meet the requirements of this bid. Attach separate sheet(s) of paper if necessary.

______________________________________________________________________________
______________________________________________________________________________

B) Explain your company’s hiring and training policies. Include length of time dedicated to basic training and topics covered. Attach separate sheet(s) of paper (or copy of pertinent company policies) if necessary.

______________________________________________________________________________
______________________________________________________________________________

C) Provide names and contact information of any and all Account Managers and Office Support Staff who will be directly involved with the contract on which you are now a bidder.

Name ______________________________ Years of Experience _______ Telephone # ____________________

Email: __________________________________________

Name ______________________________ Years of Experience _______ Telephone # ____________________

Email: __________________________________________

D) There may be occasions when CCSU will require additional equipment for a particular event (i.e. two way radios, vehicles). Include a list of all equipment at your disposal that would be made available to CCSU upon request along with the hourly rates to include use of that equipment during provision of services for a particular event.

______________________________________________________________________________
______________________________________________________________________________

E) Attached to this RFQ is CCSU’s Background Check Letter. Indicate here your understanding of the intent of the letter and your ability and willingness to abide by the terms of that letter.

______________________________________________________________________________

F) Provide your company policy on minimum number of hours per person that security services needs to be contracted to work an event.

______________________________________________________________________________

G) Provide complete company policies for cancellation of events by CCSU, or due to weather or other acts of God beyond the University’s control, including cancellation fees. Attached separate sheet(s) of paper if necessary

______________________________________________________________________________

Company Name ____________________________________________________

Authorized Signature ______________________________________________

5
Appendix I. REFERENCES for CCSU RFP 2018-16

Proposals should include five organizations or institutions, of similar or the same size, where you have provided services similar to the services outlined herein.

*Any experience with ANY Connecticut State agency MUST be included here.*

Please include name, title, telephone number and e-mail address of a contact person at each institution. **References may be checked electronically; the requirement for e-mail addresses is a mandatory requirement.**

<table>
<thead>
<tr>
<th>Institution</th>
<th>Contact</th>
<th>Telephone No.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>E-mail:</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Institution</th>
<th>Contact</th>
<th>Telephone No.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>E-mail:</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Institution</th>
<th>Contact</th>
<th>Telephone No.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>E-mail:</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Institution</th>
<th>Contact</th>
<th>Telephone No.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>E-mail:</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Institution</th>
<th>Contact</th>
<th>Telephone No.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>E-mail:</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
The contract to be awarded is subject to contract compliance requirements mandated by Sections 4a-60 and 4a-60a of the Connecticut General Statutes; and, when the awarding agency is the State, Sections 46a-71(d) and 46a-81i(d) of the Connecticut General Statutes. There are Contract Compliance Regulations codified at Section 46a-68j-21 through 43 of the Regulations of Connecticut State Agencies, which establish a procedure for awarding all contracts covered by Sections 4a-60 and 46a-71(d) of the Connecticut General Statutes.

According to Section 46a-68j-30(9) of the Contract Compliance Regulations, every agency awarding a contract subject to the contract compliance requirements has an obligation to “aggressively solicit the participation of legitimate minority business enterprises as bidders, contractors, subcontractors and suppliers of materials.” “Minority business enterprise” is defined in Section 4a-60 of the Connecticut General Statutes as a business wherein fifty-one percent or more of the capital stock, or assets belong to a person or persons: “(1) Who are active in daily affairs of the enterprise; (2) who have the power to direct the management and policies of the enterprise; and (3) who are members of a minority, as such term is defined in subsection (a) of Section 32-9n.” “Minority” groups are defined in Section 32-9n of the Connecticut General Statutes as “(1) Black Americans . . . (2) Hispanic Americans . . . (3) persons who have origins in the Iberian Peninsula . . . (4)Women . . . (5) Asian Pacific Americans and Pacific Islanders; (6) American Indians . . .” An individual with a disability is also a minority business enterprise as provided by Section 4a-60g of the Connecticut General Statutes. The above definitions apply to the contract compliance requirements by virtue of Section 46a-68j-21(11) of the Contract Compliance Regulations.

The awarding agency will consider the following factors when reviewing the bidder’s qualifications under the contract compliance requirements:

(a) the bidder’s success in implementing an affirmative action plan;
(b) the bidder’s success in developing an apprenticeship program complying with Sections 46a-68-1 to 46a-68-17 of the Administrative Regulations of Connecticut State Agencies, inclusive;
(c) the bidder’s promise to develop and implement a successful affirmative action plan;
(d) the bidder’s submission of employment statistics contained in the “Employment Information Form”, indicating that the composition of its workforce is at or near parity when compared to the racial and sexual composition of the workforce in the relevant labor market area; and
(e) the bidder’s promise to set aside a portion of the contract for legitimate minority business enterprises. See Section 46a-68j-30(10)(E) of the Contract Compliance Regulations.

INSTRUCTIONS AND OTHER INFORMATION

The following two (2) sided BIDDER CONTRACT COMPLIANCE MONITORING REPORT must be completed in full, signed, and submitted with the bid for this contract. The contract awarding agency and the Commission on Human Rights and Opportunities will use the information contained thereon to determine the bidders compliance to Sections 4a-60 and 4a-60a CONN. GEN. STAT., and Sections 46a-68j-23 of the Regulations of Connecticut State Agencies regarding equal employment opportunity, and the bidders good faith efforts to include minority business enterprises as subcontractors and suppliers for the work of the contract.

1) Definition of Small Contractor
Section 4a-60g CONN. GEN. STAT. defines a small contractor as a company that has been doing business under the same management and control and has maintained its principal place of business in Connecticut for a one year period immediately prior to its application for certification under this section, had gross revenues not exceeding ten million dollars in the most recently completed fiscal year, and at least fifty-one percent of the ownership of which is held by a person or persons who are active in the daily affairs of the company, and have the power to direct the management and policies of the company, except that a nonprofit corporation shall be construed to be a small contractor if such nonprofit corporation meets the requirements of subparagraphs (A) and (B) of subdivision 4a-60g CONN. GEN. STAT.
2) Description of Job Categories (as used in Part IV Bidder Employment Information) (Page 2)

MANAGEMENT: Managers plan, organize, direct, and control the major functions of an organization through subordinates who are at the managerial or supervisory level. They make policy decisions and set objectives for the company or departments. They are not usually directly involved in production or providing services. Examples include top executives, public relations managers, managers of operations specialties (such as financial, human resources, or purchasing managers), and construction and engineering managers.

BUSINESS AND FINANCIAL OPERATIONS: These occupations include managers and professionals who work with the financial aspects of the business. These occupations include accountants and auditors, purchasing agents, management analysts, labor relations specialists, and budget, credit, and financial analysts.

MARKETING AND SALES: Occupations related to the act or process of buying and selling products and/or services such as sales engineer, retail sales workers, and sales representatives including wholesale.

LEGAL OCCUPATIONS: In-House Counsel who is charged with providing legal advice and services in regards to legal issues that may arise during the course of standard business practices. This category also includes assistive legal occupations such as paralegal, legal assistants.

COMPUTER SPECIALISTS: Professionals responsible for the computer operations within a company are grouped in this category. Examples of job titles in this category include computer programmers, software engineers, database administrators, computer scientists, systems analysts, and computer support specialists.

ARCHITECTURE AND ENGINEERING: Occupations related to architecture, surveying, engineering, and drafting are included in this category. Some of the job titles in this category include electrical and electronic engineers, surveyors, architects, drafters, mechanical engineers, materials engineers, mapping technicians, and civil engineers.

OFFICE AND ADMINISTRATIVE SUPPORT: All clerical-type work is included in this category. These jobs involve the preparing, transcribing, and preserving of written communications and records; collecting accounts; gathering and distributing information; operating office machines and electronic data processing equipment; and distributing mail. Job titles listed in this category include telephone operators, bill and account collectors, customer service representatives, dispatchers, secretaries and administrative assistants, computer operators and clerks (such as payroll, shipping, stock, mail and file).

BUILDING AND GROUNDS CLEANING AND MAINTENANCE: This category includes occupations involving landscaping, housekeeping, and janitorial services. Job titles found in this category include supervisors of landscaping or housekeeping, janitors, maids, grounds maintenance workers, and pest control workers.

CONSTRUCTION AND EXTRACTION: This category includes construction trades and related occupations. Job titles found in this category include boilermakers, masons (all types), carpenters, construction laborers, electricians, plumbers (and related trades), roofers, sheet metal workers, elevator installers, hazardous materials removal workers, paperhangers, and painters. Paving, surfacing, and tamping equipment operators; drywall and ceiling tile installers; and carpet, floor and tile installers and finishers are also included in this category. First line supervisors, foremen, and helpers in these trades are also grouped in this category.

INSTALLATION, MAINTENANCE AND REPAIR: Occupations involving the installation, maintenance, and repair of equipment are included in this group. Examples of job titles found here are heating, ac, and refrigeration mechanics and installers; telecommunication line installers and repairers; heavy vehicle and mobile equipment service technicians and mechanics; small engine mechanics; security and fire alarm systems installers; electric/electronic repair, industrial, utility and transportation equipment; millwrights; riggers; and manufactured building and mobile home installers. First line supervisors, foremen, and helpers for these jobs are also included in the category.

MATERIAL MOVING WORKERS: The job titles included in this group are Crane and tower operators; dredge, excavating, and lading machine operators; hoist and winch operators; industrial truck and tractor operators; cleaners of vehicles and equipment; laborers and freight, stock, and material movers, hand; machine feeders and offbearers; packers and packagers, hand; pumping station operators; refuse and recyclable material collectors; and miscellaneous material moving workers.

PRODUCTION WORKERS: The job titles included in this category are chemical production machine setters, operators and tenders; crushing/grinding workers; cutting workers; inspectors, testers sorters, samplers, weighers; precious stone/metal workers; painting workers; cementing/gluing machine operators and tenders; etchers/engravers; molders, shapers and casters except for metal and plastic, and production workers.

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

White (not of Hispanic Origin)- All persons having origins in any of the original peoples of Europe, North Africa, or the Middle East.
Black (not of Hispanic Origin)- All persons having origins in any of the Black racial groups of Africa.
Hispanic-All persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin regardless of race.
Asian or Pacific Islander- All persons having origins in any of the original peoples of the Far East, Southeast Asia, the Indian subcontinent, or the Pacific Islands. This area includes China, India, Japan, Korea, the Philippine Islands, and Samoa.
American Indian or Alaskan Native- All persons having origins in any of the original peoples of North America, and who maintain cultural identification through tribal affiliation or community recognition.
PART I - Bidder Information

<table>
<thead>
<tr>
<th>Company Name</th>
<th>Bidder Federal Employer Identification Number_________________________________</th>
<th>Bidder Identification (response optional/definitions on page 1)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Street Address</td>
<td>Or Social Security Number_______________________________________________________</td>
<td>- Bidder is a small contractor. Yes__ No__</td>
</tr>
<tr>
<td>City &amp; State</td>
<td></td>
<td>- Bidder is a minority business enterprise Yes__ No__ (If yes, check ownership category)</td>
</tr>
<tr>
<td>Chief Executive</td>
<td>Black___ Hispanic___ Asian American___ American Indian/Alaskan Native___ Iberian Peninsula___ Individual(s) with a Physical Disability___ Female___</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>- Bidder is certified as above by State of CT Yes__ No__</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- DAS Certification Number ________________________________</td>
</tr>
</tbody>
</table>

Bidder Parent Company (If any)

Other Locations in Ct. (If any)

PART II - Bidder Nondiscrimination Policies and Procedures

1. Does your company have a written Affirmative Action/Equal Employment Opportunity statement posted on company bulletin boards? Yes__ No

2. Does your company have the state-mandated sexual harassment prevention in the workplace policy posted on company bulletin boards? Yes__ No

3. Do you notify all recruitment sources in writing of your company’s Affirmative Action/Equal Employment Opportunity employment policy? Yes__ No

4. Do your company advertisements contain a written statement that you are an Affirmative Action/Equal Opportunity Employer? Yes__ No

5. Do you notify the Ct. State Employment Service of all employment openings with your company? Yes__ No

6. Does your company have a collective bargaining agreement with workers? Yes__ No

6a. If yes, do the collective bargaining agreements contain non-discrimination clauses covering all workers? Yes__ No

6b. Have you notified each union in writing of your commitments under the nondiscrimination requirements of contracts with the state of Ct? Yes__ No

7. Do all of your company contracts and purchase orders contain non-discrimination statements as required by Sections 4a-60 & 4a-60a Conn. Gen. Stat.? Yes__ No

8. Do you, upon request, provide reasonable accommodation to employees, or applicants for employment, who have physical or mental disability? Yes__ No

9. Does your company have a mandatory retirement age for all employees? Yes__ No

10. If your company has 50 or more employees, have you provided at least two (2) hours of sexual harassment training to all of your supervisors? Yes__ No__ NA__

11. If your company has apprenticeship programs, do they meet the Affirmative Action/Equal Employment Opportunity requirements of the apprenticeship standards of the Ct. Dept. of Labor? Yes__ No__ NA__

12. Does your company have a written affirmative action Plan? Yes__ No__

If no, please explain.

13. Is there a person in your company who is responsible for equal employment opportunity? Yes__ No__

If yes, give name and phone number.

Part III - Bidder Subcontracting Practices

1. Will the work of this contract include subcontractors or suppliers? Yes__ No__

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

1b. Will the work of this contract require additional subcontractors or suppliers other than those identified in 1a. above? Yes__ No__

PLEASE COMPLETE REVERSE SIDE
**PART IV - Bidder Employment Information**

<table>
<thead>
<tr>
<th>JOB CATEGORY *</th>
<th>OVERALL TOTALS</th>
<th>WHITE (not of Hispanic origin)</th>
<th>BLACK (not of Hispanic origin)</th>
<th>HISPANIC</th>
<th>ASIAN or PACIFIC</th>
<th>AMERICAN INDIAN or ALASKAN NATIVE</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Male</td>
<td>Female</td>
<td>Male</td>
<td>Female</td>
<td>Male</td>
</tr>
<tr>
<td>Management</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Business &amp; Financial Ops</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Marketing &amp; Sales</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Legal occupations</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Computer Specialists</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Architecture/Engineering</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Office &amp; Admin Support</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bldg/ Grounds Cleaning/Maintenance</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Construction &amp; Extraction</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Installation, Maintenance &amp; Repair</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Material Moving Workers</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Production Occupations</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>TOTALS ABOVE</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total One Year Ago</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**FORMAL ON THE JOB/TRAINEES** (ENTER FIGURES FOR THE SAME CATEGORIES AS ARE SHOWN ABOVE)

<table>
<thead>
<tr>
<th>SOURCE</th>
<th>YES</th>
<th>NO</th>
<th>% of applicants provided by source</th>
</tr>
</thead>
<tbody>
<tr>
<td>State Employment Service</td>
<td>Work Experience</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Private Employment Agencies</td>
<td>Ability to Speak or Write English</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Schools and Colleges</td>
<td>Written Tests</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Newspaper Advertisement</td>
<td>High School Diploma</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Walk Ins</td>
<td>College Degree</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Present Employees</td>
<td>Union Membership</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Labor Organizations</td>
<td>Personal Recommendation</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Minority/Community Organizations</td>
<td>Height or Weight</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Others (please identify)</td>
<td>Car Ownership</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Arrest Record</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

* NOTE: Job categories can be changed or added to (ex. Sales can be added or replace a category not used in your company)

**PART V - Bidder Hiring and Recruitment Practices**

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

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

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

Certification (Read this form and check your statements on it CAREFULLY before signing): I certify that the statements made by me on this BIDDER CONTRACT COMPLIANCE MONITORING REPORT are complete and true to the best of my knowledge and belief, and are made in good faith. I understand that if I knowingly make any misstatements of facts, I am subject to be declared in non-compliance with Section 4a-60, 4a-60a, and related sections of the CONN. GEN. STAT.

(Signature)    (Title)    (Date Signed)    (Telephone)
To all interested parties 

October 31, 2006

In an effort to provide the safest possible environment for our students, faculty and staff while recognizing that many of the services required to operate the university are provided by employees of private companies and as such are not directly subject to the Connecticut State University System Pre-Employment Background Verification Policy (dated March 4, 2005), CCSU is incorporating the following language into all its ongoing service contracts -

“The Contractor shall be responsible for conducting a worldwide background check including social security number verification; identity check; criminal arrests, convictions, and warrants; Sex Offender Registry status; and a motor vehicle check on all individuals it plans to assign to work on CCSU’s campus. The Contractor shall screen individuals based on the results of their background checks prior to assigning them to work on CCSU’s campus. For those individuals whom the Contractor has assigned to work on CCSU’s campus, the Contractor shall provide a designated CCSU administrator with access to their background checks a minimum of two weeks prior to the beginning of their work assignments at CCSU. CCSU shall have the right to refuse the assignment to CCSU of particular individuals.”

Note that this shall apply to all new hires from November 1, 2006 forward.

Sincerely

Thomas J. Brodeur, C.P.M.
Director of Purchasing
Phone: (860) 832-2531

xc: Bachoo, Magnan, Moran, Scarlett, Karas
SAMPLE expectations for security services at events such as dances and concerts. Provided as a demonstration of possible service requirements as an FYI ONLY.

1) All security staff must wear their uniform.
2) The security staff will carry security company-provided radios during the event.
3) Admissions control including ticket validation and collection, enforcement of University and/or event admissions policies, checking for proper identification and age, etc.
4) Searches for weapons via metal detector (both walk through and hand held) and/or pat downs.
5) Prior to the start of the dance and after the dance has concluded, security personnel should search the men’s and women’s bathrooms for illegal contraband (i.e. weapons, alcohol, drugs, outside food and drink). Student Center staff may ask security for assistance doing rounds through restrooms during the dance if necessary.
6) Searches for illegal contraband in the venue prior to opening the doors.
7) Security staff must notify the CCSU Police Department and the supervising Student Center administrative faculty member of intoxicated individuals.
8) Crowd control on exterior of venue at the point of admissions and/or ticket sales to ensure that patrons remain in orderly lines. Patrons are not permitted to pass out fliers that advertise off campus dance parties.
9) Access control at exit doors to ensure patrons do not gain illegal entry and only use them in an emergency.
10) Crowd control in interior venue in and around stage and production areas.
11) If the CCSU Police Department determines that due to safety and security, the dance needs to end early or if tickets are sold out, the security staff must assist with managing crowd control, securing exterior doors and the interior venue.
12) Access control to closed areas of venues.
13) Observe and report violations of venue policies to proper University authorities for action when appropriate (i.e. not permitting intoxicated individuals into the venue).