Request for Proposal Number 2019-02  
Custodial Services at Central Connecticut State University

INTRODUCTION

This is a Request for Proposals (RFP) issued by Central Connecticut State University (hereinafter referred to as the "University" or “CCSU”) seeking proposals from experienced and qualified contractors to provide custodial services at the CCSU campus at 1615 Stanley Street, New Britain and at the Institute of Technology and Business Development (ITBD) at 185 Main Street, New Britain.

AUTHORITY

This RFP is issued by CCSU under the provisions of the Connecticut General Statutes 4a-52a and 10a-151b.

RFP ORGANIZATION

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Attachment A Draft Contract Boilerplate
1.0 MANDATORY PREBID MEETING

CCSU will conduct a mandatory pre-bid conference on April 3, 2018 at 10:00 AM at East Hall to review RFP specifications and requirements. Late arrivals (10 minutes or more) will not be given credit for attendance nor allowed to participate in the bid process.

Immediately after the prebid meeting, a CCSU representative shall conduct a tour of three buildings – a food service building, a regular resident hall, and a suite-type resident hall.

1.1 ADDENDA TO THIS RFP

CCSU may issue one or more addenda related to this RFP. Such addenda shall be posted at http://das.ct.gov/cr1.aspx?page=12 and at http://www.ccsu.edu/purchasing/currentBids.html. It shall be the responsibility of prospective proposers and other interested parties to familiarize themselves with the web sites and visit them regularly during the RFP process for updated information or addenda related to this RFP.

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 Proposers have equal access to information relative to this RFP. No information communicated verbally shall be effective unless confirmed by Addenda from the Purchasing Department of the University.

1.2 COMMUNICATION BETWEEN THE UNIVERSITY AND THE PROPOSERS

From the date of issuance of this RFP until a Contract is executed with the selected proposer or when the University rejects all proposals, all communications between the University and the proposers will be formal, or as provided for in this RFP. Formal communications shall include but not be limited to:

- Questions from Proposers to CCSU – see Section 1.3
- Oral Presentations
- Pre-Award Negotiations

ANY FAILURE TO ADHERE TO THE PROVISIONS SET FORTH ABOVE MAY RESULT IN THE REJECTION OF ANY CONTRACTORS PROPOSAL OR CANCELLATION OF THIS RFP.

1.3 SUBMISSION OF QUESTIONS

Proposers shall submit all questions in writing to Thomas Brodeur, Purchasing Manager, via email to brodeur@ccsu.edu. No verbal questions will be entertained. The deadline for submission of questions is 4:30 p.m., E.S.T., on April 10, 2018. Any questions and their answers shall be published as an addendum. See section 1.1 for additional information on Addendums.

Under no circumstances may any proposer or its representative contact any employee or representative of the University regarding the RFP or proposals, other than as provided in this section or Section 1.2 prior to the execution of the Contract. Strict adherence to this important procedural safeguard is required.
Any violation of this condition may result in proposer being considered non-compliant and ineligible for award.

1.4 SUBMISSION OF PROPOSALS

Proposers shall submit a clearly marked original and four (4) clearly marked hard copies plus one complete copy electronically on CD or USB flash drive. Proposals shall be received by the CCSU Purchasing Department no later than 3:00 p.m. E.S.T., on April 18, 2018 at which time a representative of the Purchasing Department will announce publicly the names of those firms submitting proposals. No other public disclosure will be made until after the execution of the Contract.

Proposals shall be mailed or hand delivered to:
Thomas J. Brodeur, C.P.M.
Purchasing Department, Marcus White Annex Room 006
Central Connecticut State University
1615 Stanley Street
New Britain, CT 06050-4010

Any proposal received after 3:00 p.m. E.S.T. on April 18, 2018 shall be rejected and will not be opened. The University does not take responsibility for any lost or misdirected mail.

The outside cover of the package containing the proposals shall be marked:
RFP 2019-02, Custodial Services at CCSU, submitted by (Name of Contractor).

1.5 RFP TERMS AND CONDITIONS

The terms and conditions should be reviewed carefully to ensure full responsiveness to the RFP. The anticipated Contract will be, in form and substance, consistent with applicable University policy and regulations and State of Connecticut statutes and regulations regarding the creation and execution of such Contracts. The failure of any respondent to receive and/or examine the RFP, including all exhibits and attachments, document, form, addenda, or to acquaint itself with conditions there-existing, will not relieve it of any obligation with respect to its proposal or any executed Contract. The submission of a proposal shall be conclusive evidence and understanding of the University's intent to incorporate such terms and conditions into any subsequent Contract.

1.6 ADVERTISING

In submitting a proposal, the Contractor agrees, unless specifically authorized in writing by an authorized representative of CCSU on a case by case basis, that it shall have no right to use, and shall not use, the name of Central Connecticut State University, its officials or employees, or the Seal of the University, a) in any advertising, publicity, promotion; nor b) to express or imply any endorsement of agency’s services; nor c) to use the name of the state, its officials or employees or the University seal in any manner (whether or not similar to uses prohibited by subparagraphs (a) and (b) above) except only to manufacture and deliver in accordance with this agreement such services as are hereby contracted by the University.

1.7 DISQUALIFICATION OF PROPOSALS

The University reserves the right to consider as acceptable only those proposals submitted in accordance with all requirements set forth in this RFP and which demonstrate an understanding of the scope of the work. Any proposal offering any other set of terms and conditions contradictory to those included in this RFP may be disqualified without further notice.

A Proposer’s proposal may be disqualified for any one or more of the following reasons:
• The proposal shows any noncompliance with applicable law.
• The proposal is conditional, incomplete, or irregular in such a way as to make the proposal indefinite or ambiguous as to its meaning.
• The proposal has any provision affording the Contractor the right to accept or reject award.
• The Contractor is on the State of Connecticut Department of Labor Debarment List (current issue) at any time up to the execution of the Contract.
• The Contractor is currently in default or has been in default of any prior State of Connecticut Contract.
• The Contractor materially misrepresents information in their proposal.

1.8 RIGHTS RESERVED

CCSU reserves the right to award in part, to reject any and all proposals, in whole or in part, and to waive technical defects, irregularities and omissions if, in its judgment, the best interest of CCSU will be served. Should CCSU determine that only one Proposer is fully qualified, or that one Proposer is more highly qualified than the others under consideration, a Contract may be negotiated and awarded to that Proposer.

1.9 AWARD NEGOTIATIONS

Proposals should be submitted on the most favorable terms in response to this RFP. Proposals must demonstrate an understanding of the scope of work and the ability to provide said work set forth and must include information that will enable the University to determine the proposer's over-all qualifications. The University reserves the right to request additional information or clarification on any information included in the Firm's proposal.

Prior to the award, the University may elect to conduct negotiations with the highest ranked proposer(s) for purposes which include:

• Resolving minor differences and informalities
• Clarifying necessary details and responsibilities
• Emphasizing important issues and points
• Receiving assurances from proposers
• Exploring ways to improve the final Contract

1.10 FORMATION OF CONTRACT

See Attachment A, for Draft Boiler Plate Contract Language.

CCSU reserves the right to enter into negotiations with the selected Proposer in an effort to reach a mutually satisfactory Contract that will be executed by both parties and will be based on this RFP, including the Draft Boiler Plate Contract Language, the RFP proposal submitted by the selected Proposer and the subsequent negotiation.

The University reserves the right to award a Contract based on an offer which, in the sole opinion of the University, best fulfills or exceeds the requirements of this RFP and is deemed to be in the best interest of the University.

The Contract, when duly executed, shall represent the entire agreement between the parties.
1.11 **INSPECTION OF PROPOSALS AND CONFIDENTIAL INFORMATION**  

Proposals may be available for public inspection after the Contract is signed by all parties. Information marked as “confidential” in any proposal shall be honored as such, to the extent allowable under the Freedom of Information Act.

The University treats each Proposal as confidential until after the Contract is executed. At that time they become subject to disclosure under the Freedom of Information Act (FOIA). If a respondent wishes to supply any information, which it believes is exempt from disclosure under the FOIA the respondent should summarize such information in a separate envelope and each page submitted should clearly state "Confidential," but otherwise be presented in the same manner as the Proposal. However, any such information is provided entirely at the respondent's own risk and the University assumes no liability for any loss or damage which may result from the University's disclosure at any time of any information provided by the respondent in connection with its proposal.

1.12 **TERM OF CONTRACT**  

The initial term of the Contract shall be for five (5) years, from **July 1, 2018 through June 30, 2023**, and may with mutual consent be renewed for one additional three (3) year term (through June 30, 2026) with an option for a second extension term for an additional two (2) years (through June 30, 2028)

1.13 **PERFORMANCE BOND**  

The Bidder awarded the contract shall, within TEN (10) DAYS after the award thereof substitute for the check or bid bond accompanying his bid, a properly executed Performance Bond in the amount of FIFTY THOUSAND DOLLARS ($50,000), conditioned upon the faithful performance of the Contract, and having as surety thereto such Surety Company or Companies acceptable to the Agency and as are authorized to transact business in this State.

These bonds are to be in effect continuously for the life of the contract. In the event that the Contractor withdraws from this contract, the Agency may, upon written notice to the Contractor, solicit other bids for the completion of the cleaning contract. In the event that the Contractor fails to meet the terms, conditions and obligations of this contract, the Agency may dismiss the Contractor and solicit bids for the completion of the cleaning contract. In either case, the Agency may use the proceeds of the Contractor's Performance Bond to cover any loss incurred by the Agency in having to rebid the contract.

1.14 **STANDARD WAGE RATES**  

This RFP is subject to CT General Statute 31-57f “Standard Wage Rates for Certain Service Workers”. As such standard wage rates will apply to this RFP and any resulting contract(s). See the Dept of Labor (DOL) web site for current standard wages in New Britain (Area 2).

[http://www.ctdol.state.ct.us/wgwkstnd/prevailing-rates/service/area2.htm](http://www.ctdol.state.ct.us/wgwkstnd/prevailing-rates/service/area2.htm)

It shall be the contractor’s responsibility to maintain current employee wages and maintain all payroll records as required by DOL.

1.15 **WAGE ESCALATION PROVISION**  

The Contractor shall be allowed to increase the Janitor rate as set by law. The Contractor shall increase the Lead Custodian rate the same percentage increase as the Janitor rate increase.

1.16 **NONDISCRIMINATION**
The proposer shall not discriminate against any employee or applicant for employment because of race, creed, color, religion, national origin, sex, age, sexual orientation, physical or mental disability, or any other group covered by law. The proposer shall take affirmative action to ensure applicants are employed and the employees are treated during employment without regard to their race, creed, color, religion, national origin, sex, age, sexual orientation, physical or mental disability, or any other group covered by law, except where it relates to bona fide occupational qualifications.

1.17 SUSTAINABILITY and GREEN CAMPUS INITIATIVE

In the interest of supporting CCSU’s initiative to reduce waste and extraneous use of natural resources, CCSU is requesting the following –

• All proposals should be submitted on two-sided recycled paper where possible.
• Proposers should refrain from using excessive and unnecessary packaging when shipping or mailing their responses.
• Proposers should refrain from using superfluous binders where possible, especially for the copies being requested.
• Proposers should consider presenting peripheral information (i.e. company and product brochures) on CD/DVD/flash drive where possible or practical.

1.18 SUBLETTING, ASSIGNING OR SUBCONTRACTING THE CONTRACT

The contract or any portion thereof or the work provided therein or the right, title or interest of the Contractor therein may not be sublet, sold, transferred assigned or otherwise disposed of to any person, partnership, corporation or other business organization without the written consent of the Agency.

The Contractor shall perform One Hundred (100%) Percent of the cleaning services under this contract with its own employees. The Contractor shall provide the Agency with certified payroll with the monthly invoice as evidence of Contractor's compliance with this requirement. Any violation of this provision will constitute grounds for termination of this contract.

1.19 COMMUNITY REHABILITATION PRODUCTS AND SERVICES PREFERENCE

Program participation is not mandatory but preferential points will be given during the evaluation process to Proposers that are pre-qualified as a Qualified Partnership. Bidders who are not prequalified and wish to be qualified shall show evidence with the bid submission that the application and certification process was underway prior to submitting the bid.

In order to participate as a Qualified Partnership, the bidder must be certified by Connecticut Community Nonprofit Alliance (“The Alliance”) to the Department of Administrative Services. For more information about how to participate in the Qualified Partnership program or to initiate the process of becoming a Qualified Partner, please contact:
Donna Lorenzo, Contract Specialist
CT Community Nonprofit Alliance
Preferred Purchasing Program
dlorenzo@ctnonprofitalliance.org
(860) 257-7909 ext. 1055
Section 2. Scope of Work

2.1 BACKGROUND

CCSU was founded in 1849 as the New Britain Normal School and is Connecticut’s oldest publicly supported institution of higher education. CCSU is a fully accredited four year university. CCSU enrolls over 8,200 full-time and more than 3,500 part-time students. Approximately 2,400 undergraduate students live in nine campus residence halls (actual total ten, one is currently offline) while the balance of the student population is commuters. There are approximately 930 full and part-time faculty and 524 other full-time personnel in clerical, maintenance, administrative and other support positions including student workers. The CCSU campus consists of 70 buildings on 168 acres.

Currently CCSU employs two private contractors to provide custodial service at all ten of its residence halls (one currently offline) as well as the CCSU Student Center, Welte Hall, Memorial Hall, Hilltop Café, Burritt Library, Arute Stadium, the CCSU Public Safety Building, East Hall, Social Sciences Hall, Music Practice Rooms, the Early Learning Center at 1285 East Street, New Britain and the Institute of Technology and Business Development (ITBD) at 185 Main Street, New Britain.

All other campus buildings are serviced by CCSU personnel and are NOT part of this RFP.

For more information about CCSU please visit web.ccsu.edu.

Contractor shall perform all listed cleaning services under the direct supervision of the Agency Representative and/or designee. The Agency Representative at the start of this contract is:

Steve VanVoorhis, Assistant Director of Facilities Support Services
Central Connecticut State University
New Britain, CT 06050
Phone: (860) 832-2343

2.2 OBJECTIVES

CCSU is seeking proposals from qualified custodial service firms to provide Custodial Services at the CCSU campus.

The Contractor shall provide all supervision and labor required to plan, schedule, coordinate and ensure effective completion of all work specified in this contract. The Contractor’s performance will be closely monitored and inspected by University representatives.

These specifications are a statement of the minimum level of work and services that are to be provided under this contract. They are not intended to be, nor shall they be construed as limiting specifications or requirements. FIRST CLASS cleaning will be required. The Contractor is expected to clean all items even if not specifically included in the specifications, unless directed otherwise by the Agency. Failure to perform satisfactorily in accordance with the specifications will result in withholding of payment, and the possibility of contract cancellation. Careless performance of work will not be tolerated. It is the intent of this contract to maintain the specified areas of the building in a clean and sanitary condition in conformance with accepted cleaning industry standards and with cleaning standards established by the Agency and/or by the State.

2.3 VENDOR QUALIFICATIONS

To receive consideration, bidders shall meet the following minimum requirements. Bidder shall currently be doing business as professional custodial service providers and shall demonstrate to CCSU that;
2.3.1 They have been in business as a corporation, partnership, or sole proprietorship continuously for at least the last five (5) years, engaged in the business of large-scale (minimum 800,000 sq. ft.) commercial building, carpet, and window cleaning. Provide one (1) letter of reference each from three (3) accounts for a minimum of five (5) years cleaning at each account, including at least one (1) large University consisting of classrooms, offices, Residence Halls, auditorium, sports complex, and dining facility.

2.3.2 They have the financial ability to procure all necessary equipment and vehicles to perform the services as defined in specifications. Bidder must submit a detailed equipment list with proposal.

2.3.3 They currently employ adequate numbers of experienced, full time, personnel who have participated in large custodial contracts as specified in the service specifications. As part of your proposal, please submit a list of the full time employees that you plan to use in the execution of this contract. The use of part-time employees working multiple partial shifts will not be allowed without prior approval of the Contract Coordinator.

2.3.4 Important information regarding current service at two of the residence halls listed in the RFP -

All prospective bidders should be aware that currently Connecticut Community Providers Association (CCPA) and CW Resources are providing custodial services at Seth North Hall and Gallaudet Hall under the provisions of C.G.S 4a-82 and C.G.S. 17b-656.

Per Public Act 10-189, the provisions of C.G.S. 4a-82 have been extended, which means that custodial services at Seth North and Gallaudet Halls shall remain under the purview of CCPA.

2.4 SCOPE OF SERVICES

2.4.1 GENERAL CLEANING SERVICES

a. Contractor shall provide the following custodial services on a daily basis in awarded buildings on Campus\(^1\) and at ITBD. Custodial services shall include, but not be limited to:

i. Waste removal:
   1. Trash: Pull trash from all waste receptacles and replace bags as often as needed, but at least once per day. Place in trash cart and wheel to outside of building. Clean trash receptacles inside and out. Contractor agrees to not drag trash across floors; and
   2. Recycling: Empty recycling containers into designated larger recycling bins. Break down cardboard boxes and place in proper receptacle. On Tuesdays and Fridays, wheel large recycle containers outside by 8:00am and bring back into building by 3:00pm.

ii. Dusting: Dust all furniture, blinds, tops of radiators, window sills, equipment, all vertical and horizontal and sloped surfaces including but not limited to chairs, tables, bookcases, shelves, ledges, sills, exposed fire extinguishers, baseboards, light fixtures, ceilings and entryway frames below 72”;

iii. Windows: Spot clean smudges. Remove tape and papers;

iv. Water fountains: Clean with disinfectant and wipe water spots;

v. Telephones: Clean all common areas and common area phones, inside and attached to outside of building, with disinfectant cloth. Do not clean office phones;

\(^1\) Buildings on Campus include: Mid Campus Residence Hall; Barrows Hall; Beecher Hall; Carroll Hall (currently offline); James Hall; Sam May Hall; Sheridan Hall; Vance Hall; Burritt Library; Early Learning Center; Memorial Hall; Public Safety Building; Social Science Hall; Student Center; Hilltop Café, Welte Hall; East Hall; Music Practice Rooms and Arute Stadium.
vi. Spot Clean fire extinguisher cabinets, fingerprints, smears on doors, frames, light switches, kick and push plates on doors, handles, glass surfaces, walls, and radiators. Pick up papers and debris on floors. Remove cobwebs from ceilings, walls, and floor edges;
vii. Grounds: Remove litter on the grounds up to 10 feet around the building;
viii. Graffiti Removal: Remove any writing or drawings that have been scribbled, scratched, or sprayed illicitly “graffiti” from all walls, doors, and other surfaces. Additionally remove any tape, nails, papers, and other debris from doors and walls. Use appropriate cleaning product for designated wall finish;
ix. Apply wood polish to wood doors;
x. Exit Lights: Contact Facilities Management to report that if an Exit light is not working properly;
xi. Light Bulb Replacement: Replace any light bulb that is not working properly, if the new bulb does not work, place a colored dot, provided to the Contractor by the Agency, on the fixture and contact Facilities Management to report the room number where fixture is broken;
xii. Bare Floors: For tile floors sweep, damp mop and buff floors. Top scrub and add wax when needed to keep floors shiny. Contractor shall be required to roll up floor mats so the entire floor can be dust mopped and damp mopped. Neutral floor cleaners must be used. Strong alkalis and soap type cleaners shall not be used, as they will dull the floor finish.
1. Terrazzo floors – shall be cleaned and polished according to manufacturer’s recommendations to provide protection and shine;
2. Marble floors – shall be dust mopped and damp mopped with a neutral cleaner. The Contractor and Agency shall mutually agree upon a schedule for resurfacing the marble floors which shall be performed using a marble resurfacing machine with diamond impregnated honing discs. Contractor additionally agrees to polish the marble floor every three months with an appropriate product; and
xiii. Carpeted Floors: Vacuum carpeted floors and spot clean carpet.

2.4.2 SPECIFIC CLEANING INSTRUCTIONS FOR DESIGNATED AREAS ON CAMPUS

a. Offices, Classrooms, Meeting Room and Lounges:
i. Remove trash as outlined in 2.4.1(a)(i)(1);
ii. Recycling as outlined in 2.4.1(a)(i)(2);
iii. Clean floors as outlined in 2.4.1(a)(xii);
iv. Vacuum carpeted floors as outlined in 2.4.1(a)(xiii);
v. Dust as outlined in 2.4.1(a)(ii);
vi. Clean windows as outlined in 2.4.1(a)(iii);
vii. Clean white boards and back boards daily. Use soft cloth and glass cleaner on white boards;
viii. Re-set classroom chairs daily;
ix. Wipe down tables in meeting rooms daily;
x. Use a furniture brush or cloth for cleaning chair seats and backs, and clean under chairs in meeting rooms or lounges daily; and
xi. Use crevice tool to clean between edges of lounge furniture and upholstered seating daily.

b. Lobbies:
i. Clean floors as outlined in 2.4.1(a)(xii); and
ii. Vacuum carpeted lobbies as outlined in 2.4.1(a)(xiii).

c. Stairwells:
i. Clean floors as outlined in 2.4.1(a)(xii);
ii. Vacuum riser plates and walk-off matting, lift up walk-off matting and vacuum floor underneath daily;
iii. Dust as outlined in 2.4.1(a)(ii);
iv. Remove built-up dirt on stairwells and landings daily;
v. Wet wipe handrails, window sills, and surfaces running alongside of stairs daily; and  
vi. Remove food or drink from walls daily.

d. Public Restrooms:  
i. Toilets – daily: clean and disinfect inside toilet bowl, under toilet seat and around base of toilet. Wipe and polish chrome. Wipe down, dust, and polish toilet partitions;  
ii. Urinals - daily: clean and disinfect urinals and all wall and panels adjacent to or around urinal;  
iii. Wet wipe and clean all other bathroom walls and surfaces including but not limited to sinks, chrome, mirrors, and partitions daily;  
iv. Clean floors as outlined in 2.4.1(a)(xii);  
v. Remove graffiti as outlined in 2.4.1(a)(viii);  
vi. Clean and refill paper towel and toilet paper dispensers daily;  
vii. Clean and refill soap dispensers daily;  
ix. Do not use the same cloth or sponge used for toilet bowls and urinals for any other surfaces daily; and  
ix. Remove trash as outlined in 2.4.1(a)(i)(1).

e. Auditoriums: Remove any debris on seats and floors from previous events. Use gum freeze to remove gum from carpet and upholstery. Spot clean dirt or spills from seating, carpeting, and flooring. Vacuum carpeting and flooring from previous event.

f. Elevators:  
1. Clean interior elevator cab, including but not limited to exterior doors and door tracks daily;  
2. Clean elevator floors as outlined in 2.4.1(a)(xii); and  
3. Use key to shut down elevator. Do not hold doors open, as this will cause the motor to burn out.

g. Contractor agrees to provide the following services a minimum of one time per week.  
i. Light fixtures: Clean and damp wipe light fixtures;  
ii. Blinds: Dust and remove spots on blinds. Remove cobwebs from behind blinds;  
iii. Dust all vertical and horizontal surfaces including but not limited to moldings, ledges, pipes, vents, and light fixtures above 72”;  
v. Kitchens: Clean walls and exterior cabinets;  
vi. Windows: Clean both sides. Damp wipe windowsills;  
vii. Furniture: Vacuum upholstery and polish wood furniture surfaces;  
viii. Radiators: Clean fins with vacuum crevice tool, blower or brush;  
ix. Vacuum floors and soft walls. Use crevice tool to clean all corners and edges and under wiring and cables;  
ix. Dust wallpaper. Do not use water or cleaning chemicals, unless requested by the Agency; and  
x. Custodial Closets: Contractor shall keep all Custodial closets neat and clean, including Custodial sinks;

h. The Contractor shall NOT be required to clean the following:  
i. Musical instruments, computers, copiers, fax machines, or any office machines. The Contractor shall notify the Agency when musical instruments, computer or any office machines need to be moved for the purposes of cleaning floors;  
ii. Welte Hall: Stage area and the control and projection room;  
iii. Memorial Hall: Kitchen and production areas, serving areas, bathrooms and locker rooms in the kitchen areas, basement and food service storage areas, tables and chairs in dining areas, storage rooms and receiving and storage areas, and loading dock;  
v. Hilltop: Kitchen and production areas, serving areas, bathrooms and locker rooms in the
kitchen areas, basement and food service storage areas, tables and chairs in dining areas, storage rooms and receiving and storage areas, and loading dock;
v. Social Sciences Food Kiosk: Food production and storage areas, tables and chairs in dining area
vi. Burritt Library Starbucks area: Food production areas, food storage areas, tables and chairs in dining area
vii. Student Center: Kitchen and production areas, bathrooms and locker rooms in the kitchen areas, dining tables and chairs (including outside tables and chairs), and food service storage rooms;
viii. Arute Stadium: Food concession room, two entry areas and small stairwells that lead to either side of the food concession room, and food storage room number 1010100;
ix. Davidson Hall: Torp Theater stage and Torp Theater Control Room; and
x. Office desks, bookcases and shelves with personal items on them shall be cleaned upon request;
xi. Third Shift Food Service Facilities: Contractor shall provide custodial services on a daily basis, Monday-Friday. Duties include but are not limited to: trash collection, wiping down trash cans, wall to wall vacuuming of all carpeted areas including edge vacuuming, auto scrub hard floors, wipe down all window sills and interior glass, bathroom and lactation room cleaning (Hilltop Café only), wipe down walls and baseboards to remove any spills and/or smudges, auto scrub hard floor behind the line server area (Hilltop Café only), wipe off food spills on chairs, organize tables and chairs, wipe down front of all food serving areas, sweep & wet mop underneath food service counters, etc.

i. Cleaning Emergencies During the Work Shift: Upon request by the Agency, the Contractor shall provide custodians on hand at no additional cost to the Agency in an emergency custodial situations.

j. Snow Removal: The Contractor shall be responsible to assist the Agency or snow removal contractor with removal of snow outside building entry doors and apply salt and/or sand, if needed. Salt and sand shall be provided by the Agency. The Contractor shall provide at least one (1) snow shovel to be kept in each building at all times. It is recommended that the Contractor keep the shovels locked in the custodial closet when not in use. Agency will not be responsible for replacing any lost, stolen, or broken shovels.

k. Event Cleaning: Contractor shall be required to clean after certain events. The Agency’s Event Manager will provide specific instructions for each event. Event cleaning may include but is not limited to the following:
1. Clean public restrooms as outlined in 2.4.2(d);
2. Clean floors as outlined in 2.4.1(a)(xii);
3. Vacuum carpeted lobbies and carpet mats as outlined in 2.4.1(a)(xiii);
4. Remove trash as outlined in 2.4.1(a)(i)(1);
5. Pick up trash and debris in Arute Stadium including the bleachers;
6. Clean auditoriums as outlined in 2.4.2(e). Do not clean stage or control and project room in Welte Hall;
7. Clean any other rooms used during the event, as directed by the Agency’s Event Manager; and
8. Assist with snow removal if needed. Salt and sand to be provided by the Agency;

l. Guest Rooms: Occasionally a person(s), such as a guest of the University President or a maintenance worker assigned to special duty around-the-clock, may use a Residence Hall room for overnight stay. Contractor will be required to clean this room during normal working hours when the person(s) check out of the room at no extra charge to the Agency.
m. Residence Hall Director Offices, Director Apartments, and Special Visiting Quarters: These areas are occupied and vacated at various times during the year. The Contractor shall clean these areas each time a vacancy occurs, as notified by the Agency. Cleaning shall include but not be limited to:
   i. Dusting as outlined in section 2.4.1(a)(ii);
   ii. Floors as outlined in section 2.4.1(a)(xii);
   iii. Vacuum carpet as outlined in section 2.4.1(a)(xiii);
   iv. Bathrooms as outlined in section 2.4.2(d); and
   v. Weekly services as outlined in section 2.4.2(g)(i-x);

n. Stackable Upholstered Chairs (@1,000-1,200 in quantity): On a monthly basis, the Agency shall select upholstered chairs requiring cleaning, so that each chair will be cleaned at least once annually. Contractor shall shampoo soiled upholstered chairs or use best method approved by the Agency. This work must be scheduled with the Agency due to programs that may occur during semester breaks. The upholstered chairs are located in the: Student Center (@600-800 chairs); Davidson Hall Founders Hall (@100); Davidson Hall room 1230000 (@100 chairs); and Welte Hall (@200 chairs).

o. Exterior Window Cleaning: At the request of the Agency the Contractor shall be required to clean the exterior of all windows in a specific building. The Contractor shall supply trained and competent personnel, safety equipment, take all precautionary measures to prevent injury to personnel or damage to property, and follow all United States Department of Labor, Occupational Safety and Health Administration (OSHA) regulations. Wherever possible, work should be performed from the ground with a lift. Access to roofs must be coordinated with the Agency’s safety personnel.

2.4.3 CUSTODIAL SERVICES AT CCSU’S ITBD BUILDING.

The ITBD facility is approximately 71,056 square feet and is open Monday-Friday, 7:30am-9:00pm, and on Saturday from 8:00am-12:00pm. The facility is closed on New Year’s Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day and Christmas Day. The scheduling, administration and monitoring of custodial services at ITBD shall be the responsibility of ITBD management staff;

a. 1st Shift: Monday-Friday (8 hours) from 8:00am-4:30pm. Contractor is required to clean the following areas daily on the first, second and fourth floors only:
   i. Bathrooms:
      1. Toilets: clean and disinfect inside toilet bowl, under toilet seat and around base of toilet. Wipe and polish chrome. Wipe down, dust, and polish toilet partitions;
      2. Urinals: clean and disinfect urinals and all wall and panels adjacent to or around urinal;
      3. Wet wipe and clean all other bathroom walls and surfaces including but not limited to sinks, chrome, mirrors, and partitions. Do not use the same cloth or sponge used for toilet bowls and urinals for any other surfaces;
      4. Clean floors as outlined in 2.4.1(a)(xii);
      5. Remove graffiti as outlined in 2.4.1(a)(viii);
      6. Clean and refill paper towel and toilet paper dispensers;
      7. Clean and refill soap dispensers; and
      8. Remove trash as outlined in 2.4.1(a)(i);
   ii. Trash and Recycling:
      1. Remove trash in open offices as outlined in section 2.4.1(a)(i)(1),
      2. Remove recycling in open offices as outlined in section 2.4.1(a)(i)(2);
   iii. Vacuum carpeted floors in hallways, elevators, lobby areas and open offices and spot clean carpet as needed;
iv. Clean floors as outlined in 2.4.1(a)(xii); and
v. Dust & clean all glass windows & doors with an appropriate Agency approved glass cleaner.

b. 2nd Shift: Monday-Friday from 4:00pm-9:00pm: Contractor is required to clean the following areas daily on the third floor only:
   i. Two (2) Bathrooms:
      1. Toilets: clean and disinfect inside toilet bowl, under toilet seat and around base of toilet.
         Wipe and polish chrome. Wipe down, dust, and polish toilet partitions;
      2. Urinals: clean and disinfect urinals and all wall and panels adjacent to or around urinal;
      3. Wet wipe and clean all other bathroom walls and surfaces including but not limited to sinks, chrome, mirrors, and partitions. Do not use the same cloth or sponge used for toilet bowls and urinals for any other surfaces;
      4. Clean floors as outlined in 2.4.1(a)(xii);
      5. Remove graffiti as outlined in 2.4.1(a)(viii);
      6. Clean and refill paper towel and toilet paper dispensers;
      7. Clean and refill soap dispensers; and
      8. Remove trash as outlined in 2.4.1(a)(i)(1).
   ii. Kitchen:
      1. Wet wipe and clean all kitchen walls and surfaces including but not limited to sinks, chrome, mirrors, and partitions;
      2. Clean floors as outlined in 2.4.1(a)(xii);
      3. Clean and refill paper towel and toilet paper dispensers;
      4. Clean and refill soap dispensers; and
      5. Remove trash as outlined in 2.4.1(a)(i)(1);
   iii. Trash and Recycling:
      1. Remove trash in open offices as outlined in section 2.4.1(a)(i)(1); and
      2. Recycle in open office as outlined in section 2.4.1(a)(i)(2);
   iv. Dust & clean all glass windows & doors with an appropriate Agency approved glass cleaner as needed;
   v. Clean interior elevator cab, including but not limited to exterior doors and door tracks;
   vi. Vacuum hallways and other small offices and spot clean carpet as needed.
   vii. Conference Rooms (1010000, on the first floor and 3020000, 3050000, 3080000, 3090000, 3140000, 3190000, 3240000, 3270000 on the third floor.)
      1. Dust and wipe down every table and chair; and
      2. Vacuum and spot clean as needed.

c. Saturday Shift: 8:00am-12:00pm: Contractor may be required to provide any of the above duties listed in 2.4.3(a) or 2.4.3(b) during the Saturday shift if requested by the Agency. CCSU’s ITBD Management must notify Contractor 24 hours in advance if it is necessary to work during a Saturday shift.

2.4.4 SCHEDULE, IMPLEMENTATION PROGRAM, EQUIPMENT & STAFFING

a. The Contractor shall submit to the Agency, prior to beginning work under this Agreement, a complete schedule and implementation program for the proper cleaning of areas covered by this Agreement including work schedules, and a listing of cleaning chemicals and equipment. The schedule and implementation program should include the following:
   i. A description, detailed by location and shift of labor and supervisory assignments, in which the account will be handled;
   ii. Total number of employees involved in each phase of the cleaning contract;
   iii. Total projected monthly hours in performing contracted cleaning services;
   iv. Detailed plan for supervision of labor and quality assurance, including building inspection procedures and frequency, and employee start-up training; and
v. A proposed plan for service level maintenance in the event of employee or supervisory
sickness, vacation or unpaid absence;

b. The Contractor shall not commence work under this Agreement until the schedule and cleaning
program have been reviewed and approved by the Agency. Contractor shall comply with all
requirements of the approved schedule and program.

c. Events: Contractor shall adjust the daily cleaning schedule to accommodate special events.
Occasionally an unscheduled event may take precedence over the daily work schedule; therefore
custodian(s) must be able to respond in a timely and efficient manner. Should additional
custodians be required for a special need or event, the cleaning contractor must be prepared to
provide additional custodial staffing as requested by the Agency.

d. Room Vacancies: Upon notification by the Agency, the Contractor shall be obligated to clean
any vacant room(s), which will occur from time to time during the course of the Agreement.
Vacant room cleaning shall include but is not limited to shampooing carpeting and/or stripping
and waxing floors. Cleaning of vacant rooms shall be at no additional cost to the Agency.

e. Unless otherwise noted, the Contractor shall furnish, at its own expense, all cleaning supplies and
equipment at the start of and throughout this contract to maintain optimum cleanliness, including,
but not limited to the following items for each building:
   i. At least 1 vacuum cleaner for each worker per shift with special cleaning attachments;
   ii. Brooms;
   iii. Mops, pails, and wringers;
   iv. Graffiti remover;
   v. Floor stripper and wax;
   vi. Furniture polish;
   vii. One (1) Trash cart for each custodian assigned trash duty;
   viii. Minimum 6 wet floor signs;
   ix. Minimum of one (1) Buffing machine;
   x. Carpet extraction shampoo machine;
   xi. Minimum of one (1) wet/dry vacuum, minimum 12 gallon capacity, with extraction tools for
hard surface and carpeted floors;
   xii. Gloves;
   xiii. Blood/bodily fluid clean-up kit;
   xiv. One snow shovel;
   xv. One (1) ladder for changing light bulbs and cleaning high areas;
   xvi. One (1) cleaning supplies cart for each custodian;
   xvii. Floor blower for drying wet carpeting and floors;
   xviii. Minimum one (1) small carpet spot remover machine;
   xix. Doodle bugs for scrubbing tile surfaces;
   xx. Scrubbing machine for stairwells and bathroom floors;
   xxi. Putty scraper;
   xxii. Supply of low lint clean cloths;
   xxiii. Dusters for blinds;
   xxiv. Taski Wiwax and Profi, or equal product, for rubber flooring;
   xxv. Kaivac or equal steam machine for cleaning bathroom tile walls;
   xxvi. Chemical dilution system for dispensing chemicals into buckets and plastic spray bottles; and
   xxvii. Trash carts to remove trash from the building;
   xxviii. Autoscrubber for Mid Campus Residence Hall and Social Sciences Hall

f. The Contractor shall supply one (1) ride-on floor scrubber machine for the Student Center with a
28” wide cleaning path (36” machine width) that will vacuum, wash and dry floor tile in one pass,
due to the large amount of tile flooring in walkways and heavy foot traffic. Contractor is not allowed to close off this area while cleaning. This machine must remain in the Student Center at all times.

g. The Contractor shall supply the following equipment that will remain in each of these buildings at all times

1. Student Center: high speed buffing machine
2. Student Center: ride on auto scrubber
3. Mid Campus Residence Hall: walk behind auto scrubber (Boost 32 or equivalent)
4. Social Sciences Hall: walk behind auto scrubber (Boost 32 or equivalent)
5. Memorial Hall: walk behind compact auto scrubber
6. Hilltop Café: walk behind compact auto scrubber

h. The Contractor shall provide compatible equipment, material, and methods in compliance with manufacturer’s specifications and recommendations for the products used and the areas to be cleaned.

i. All supplies, equipment and material shall be provided in original containers and shall be subject to approval by the Agency. Contractor shall not store nor use bleach or ammonia on the campus without the permission of the Agency. The Agency will take an inventory of all items listed in section 1.2(e) at the start of this Agreement.

j. The Contractor shall maintain a file of Material Safety Data Sheets for all products used as required by OSHA in each building. This file must be made available to the Agency upon request.

k. Contractor to supply "wet floor" signs and must use them when cleaning, mopping, stripping or waxing floors or stairwells;

l. The Agency will provide certain items. Each Lead Custodian must fill out supply request forms weekly and bring to the Facilities Management Department located in East Hall on campus. The Agency will provide the following items:
   i. Trash bags;
   ii. Liquid soap for dispensers;
   iii. Toilet paper;
   iv. Paper towels;
   v. Sanitary napkin disposal liners;
   vi. Shower curtains, and
   vii. Light bulbs. The Lead Custodian should keep an ample supply of bulbs on hand at all times;

m. The Agency shall provide the contractor with an area in the building for the Contractor’s use. The room shall be used for storage of the Contractor's supplies and equipment. Contractor shall not store or utilize any electrical appliances in this room.

n. The Contractor shall be required by the Agency to thoroughly clean specific assigned areas twice per year – once during winter break and once during summer break. Occupancy will vary during semester break periods. The Agency may move cleaning crews to other buildings during these periods to meet the cleaning schedule. Contractor shall work with the Agency to coordinate room cleaning sequence to avoid conflict with any tenants in the building during the semester breaks. Contractor shall provide semester break cleaning in addition to, not in place of, the normal daily cleaning services;
   i. Contractor shall prepare and submit a separate Cleaning Schedule to the Agency at least one
(1) week prior to commencing semester break cleaning services. Specific services shall include but are not limited to:

1. Shampoo carpeting and carpet runners as requested by the Agency. Check with Agency for cleaning method before shampooing any carpeting. Contractor shall place furniture on moisture barriers if carpet is wet and remove moisture barriers when carpet is dry;
2. Clean stairwells, stairs, stair faces, risers, and landings. Use method best suited for surface;
3. Strip and apply 6 thin coats of slip-resistant floor wax to resilient tile floors as requested by the Agency;
4. Clean and disinfect bathroom walls, floors, vents, partitions, toilets, sinks, and fixtures. Machine scrub bathroom floors. Remove floor drain covers and remove excess hair and debris at least 4” down into the drain. Drain cleaning may be required more often in student showers and shall be provided by the Contractor at the Agency’s request at no additional charge;
5. Clean upholstered furniture. Check with Agency for cleaning method before shampooing any upholstery;
6. Clean interior building windows and blinds, including but not limited to high windows in stairwells;
7. Clean light fixtures and ceiling fans;
8. Dust and/or vacuum vents and wipe clean;
9. Dust walls and surfaces;
10. Remove graffiti;
11. Clean the inside and out of all trash cans;
12. Remove all tape and papers from walls and windows on both the inside and outside;
13. Vacuum or dust tops of radiators; and vacuum under radiators;
14. Clean laundry rooms, wash the outside of all machines and wall surfaces. Strip and wax laundry room floors. Strip and wax the floor beneath washers and dryers when requested by the Agency. Contractor is not required to move machines;
15. Sweep, mop and seal concrete floors using concrete floor sealer;
16. Clean kitchens, defrost refrigerators and empty and clean the inside of all appliances. Excluding the kitchen’s in Memorial Hall and the Student Center;
17. Clean and polish paneling and woodwork;
18. Strip, refinish and polish to shine all terrazzo floors: Use best method available and approved by the Agency; and

ii. Resurface Marble Floors with a marble resurfacing machine, and polish marble floors;

iii. Semester Break Programs: Residence Halls may be occupied during semester breaks due to scheduled classes and programs. At the conclusion of the semester, the Agency shall provide the Contractor with move-in dates and a list of rooms that will require immediate cleaning and preparation for occupancy by new tenants. Contractor shall clean and prepare designated rooms prior to arrival of the new tenants, including spot cleaning and/or shampooing carpeting in the room as directed by the Agency. Contractor may be required to hire additional Custodians to meet the cleaning requirements during semester break. Contractor shall also clean the rooms upon departure of the tenants at no additional cost to the Agency;

iv. Building Security During Recess Periods: The Contractor shall close all windows, turn off lights and lock doors when finished cleaning rooms. At the end of the shift, the Contractor shall close all common area windows, turn off all lights, and lock exit doors when finished cleaning a building. The Cleaning Supervisor shall walk around the outside of the building to check to make sure all windows and doors have been locked and lights turned off. Doors are not to be propped open at any time while working in a building. Agency will provide a schedule for any buildings having special closing requirements;

o. Work Hours and Minimum Staffing Requirements: Except as otherwise requested by the Agency, the Contractor shall perform all cleaning between the hours specified below. In
buildings requiring more than one custodian, at least one custodian must be a female for the purposes of cleaning female bathrooms, and one custodian must be a male for the purposes of cleaning male bathrooms. Every effort should be made to fill a female custodial absence with a female; and a male custodial absence with a male.

**Residence Halls**

**Barrows Hall** (54,864 nsf)
Monday - Friday 1st shift
(1) Lead Custodian  8:00am - 4:00pm   7.5 paid work hours/shift
(3) Custodians 8:00am - 4:00pm   7.5 paid work hours/shift each

**Beecher Hall** (31,762 nsf)
Monday - Friday 1st shift
(1) Lead Custodian  8:00am - 4:00pm   7.5 paid work hours/shift
(1) Custodian 8:00am - 12:00pm   4.0 paid work hours/shift

**Carroll Hall** (47,231 nsf currently being used as a swing space building)
Monday – Friday 1st shift
(1) Lead Custodian  8:00am - 4:00pm   7.5 paid work hours/shift
(1) Custodian 8:00am - 4:00pm   7.5 paid work hours/shift each
(1) Custodian 8:00am - 12:00pm   4.0 paid work hours/shift each

**Gallaudet Hall** (56,551 nsf)
Monday – Friday 1st shift
(1) Lead Custodian  8:00am - 4:00pm   7.5 paid work hours/shift
(3) Custodians 8:00am - 4:00pm   7.5 paid work hours/shift each

**James Hall** (94,769 nsf)
Monday – Friday 1st shift
(1) Lead Custodian  8:00am - 4:30pm   8.0 paid work hours/shift
(4) Custodians 8:00am - 4:30pm   8.0 paid work hours/shift each

**East Hall** (44,342 nsf)
Monday-Friday 1st shift
(1) Custodian 8:00am - 4:30pm   8.0 paid work hours/shift

**Sam May Hall** (35,590 nsf)
Monday - Friday 1st shift
(1) Lead Custodian  8:00am - 4:00pm   7.5 paid work hours/shift
(1) Custodian 8:00am - 4:00pm   7.5 paid work hours/shift

**Seth North Hall** (28,042 nsf)
Monday - Friday 1st shift
(1) Lead Custodian  8:00am - 4:00pm   7.5 paid work hours/shift
(1) Custodian 8:00am - 4:00pm   7.5 paid work hours/shift

**Sheridan Hall** (50,164 nsf)
Monday – Friday 1st shift
(1) Lead Custodian  8:00am - 4:00pm   7.5 paid work hours/shift
(1) Custodian 8:00am - 4:00pm   7.5 paid work hours/shift each
(1) Custodian 8:00am - 12:00pm   4.0 paid work hours/shift

**Vance Hall** (73,183 nsf)
Monday – Friday 1st shift
(1) Lead Custodian   8:00 am - 4:00pm  8 paid work hours/shift
(4) Custodians       8:00am - 4:00pm  7.5 paid work hours/shift each

**Mid Campus Residence Hall** (177,068 nsf)
(1) Lead Custodian   7:30 am - 4:00pm  8 paid work hours/shift
(7) Custodians       7:30 am - 4:00pm  8 paid work hours/shift each

**Saturday or Sunday trash removal for the above Residence Halls**
The number of hours needed may vary during the year. Below is the typical need.
(4) Custodians       7:00am - 12:00noon  5.0 paid work hours/shift each
(1) Custodian        7:00 am -10:00 am    3 paid work hours/shift

**Burritt Library** (126,028 nsf)
Monday – Friday
1st shift
(1) Lead Custodian   7:00am - 3:00pm  7.5 paid work hours/shift
(3) Custodians       7:00am - 3:00pm  7.5 paid work hours/shift each
2nd shift
(1) Custodian        3:00 pm - 11:00pm  7.5 paid work hours/shift

**Early Learning Center** (3,902 nsf)
Monday - Friday 2nd shift
(1) Custodian        4:30pm - 6:00pm    1.5 paid work hours/shift

**Memorial Hall** (61,983 nsf)
Monday – Thursday 1st shift
(1) Lead Custodian   6:00am - 2:00pm  7.5 paid work hours/shift
(1) Custodians       9:00am - 2:00pm  5 paid work hours/shift each
Friday 1st shift
(1) Custodian        10:00 am – 2:00 pm  4 paid hours/shift
Monday –Thursday 2nd shift
(1) Custodian        3:00 pm - 10:00pm  6.5 paid work hours/shift
Friday 2nd shift
(1) Custodian        3:00 pm -7:00pm    4 paid work hours/shift
Saturday
(1) Custodian        11:00 am – 1:00 pm  2 paid work hours/shift
(1) Custodian        7:00 pm -10:30pm  3.5 paid work hours/shift
Sunday
(1) Custodian        10:00 am - 1:00pm  3.0 paid work hours/shift
(1) Custodian        7:00pm - 10:30pm  3.5 paid work hours/shift

**Public Safety Building** (10,263 nsf)
Monday – Friday 1st shift
(1) Custodian        8:00am - 12:00pm  4 paid work hours/shift
Saturday & Sunday
(1) Custodian        10:00am - 12:00pm  2.0 paid work hours/shift

**Social Science Hall** (68,447 nsf)
Monday – Friday 1st shift
(1) Lead Custodian 5:00am – 1:00 pm 7.5 paid work hours/shift
(1) Custodian 5:00am – 1:00 pm 7.5 paid work hours/shift
(1) Custodian 8:00am - 4:30pm 7.5 paid work hours/shift

**Student Center** (74,009 nsf)
Monday – Friday 1st shift
(1) Lead Custodian 7:00am - 3:00pm 7.5 paid work hours/shift
(1) Custodians 7:00am - 3:00pm 7.5 paid work hours/shift each
Monday – Friday 2nd shift
(1) Lead Custodian 1:00pm - 9:00pm 7.5 paid work hours/shift
(2) Custodian 3:00pm - 11:00pm 7.5 paid work hours/shift
Saturday AND Sunday:
(1) Custodian 9:00am - 4:00pm 6.5 paid work hours/shift each day
(1) Custodian 4:00pm - 11:00pm 6.5 paid work hours/shift each day

**Welte Hall** (50,047 nsf)
Monday – Friday 1st shift
(1) Lead Custodian 6:00am - 2:30pm 8.0 paid work hours/shift
(1) Custodian 6:00am - 2:30pm 8.0 paid work hours/shift

**Hilltop Café** (16,329 nsf)
Monday-Friday
(1) Custodian 11:00am – 1:00 pm 2.0 paid work hours/shift
(1) Custodian 6:00 pm – 8:00 pm 2.0 paid work hours/shift
Saturday-Sunday
(1) Custodian 11:00am – 1:00 pm 2.0 paid work hours/shift
(1) Custodian 6:00 pm – 9:30 pm 3.5 paid work hours/shift

**Arute Stadium** (29,634 SF)
Hours vary based on need during athletic seasons. Typically the building is cleaned after 5:00pm Monday - Friday 12:00 pm – 4:00 pm by one custodian. Schedule will be provided when cleaning is needed. Custodial services at Arute Stadium shall be billed at “normal hourly rates” as outlined in Section 3.1(b) of this Agreement;

p. Contractor’s employees shall be provided breaks according to the following schedule:
i. 4 hour shift: (1) 15 minute break
ii. 5 hour shift: (1) 15 minute break
iii. 6 hour shift: (1) 30 minute meal break
iv. 7 hour shift: (1) 30 minute meal break and (1) 15 minute break
v. 8 hour shift: (1) 30 minute meal break and (2) 15 minute breaks

q. Attendance/Absenteeism:
i. The Contractor shall provide and install an electronic time keeping system in each building for custodians to use daily, which shall serve as the official record of time worked. The time card shall indicate the building in which the custodian is regularly assigned. Any absence by the Contractor’s custodian shall require a substitute worker. Should the Contractor fail to provide a substitute custodian, the Contractor shall indicate a credit on the monthly statement. Excessive failure to provide a substitute custodian may result in contract cancellation. Should the Agency deem it necessary to provide a custodian due to the absence of a contract worker, the Agency shall deduct $50.00 per hour from the Contractor’s monthly invoice for each hour the Agency custodian worked, with a minimum four (4) hour charge.
ii. Any hours worked by the Contractor after the regularly scheduled work hours to meet the
contract cleaning requirements due to the absence of a worker, will be at the approval of the Agency, and at no extra charge to the Agency. Incomplete or incorrect information provided on a time sheet that does not match the billing invoice will result in the Agency paying the lesser of the two amounts. Falsified information on a time sheet will result in the dismissal of the custodian from the university and non-payment of the falsified time.

r. Holidays:
   i. Working Holidays: The Contractor shall be required to work on the following holidays;
      1. Washington's Birthday;
      2. Columbus Day; and
      3. Veterans' Day.
   ii. Non-Working Holidays: The Contractor shall NOT be required to work on the following holidays:
      1. New Year's Day;
      2. Good Friday;
      3. Easter Sunday;
      4. Memorial Day;
      5. Independence Day;
      6. Thanksgiving Day; and
      7. Christmas Day.
   iii. “Hybrid” Holidays: The Contractor shall be required to provide services in these building for the following holidays:
      1. Residence Halls and Memorial Hall:
         a. Martin Luther King Jr.’s Birthday;
         b. Lincoln's Birthday; and
         c. Labor Day;
      2. Memorial Hall:
         a. Good Friday; and
         b. Easter Sunday;
      3. Residence Halls:
         a. Friday after Thanksgiving Day;
   iv. The Agency reserves the right to adjust the above holiday schedule outlined in this section based on the needs of the University and to accommodate the University schedule as it relates to the Agency’s annual calendar;

s. Semester Breaks: The Lead Custodians, Floating Supervisor and Account Manager shall not take vacation the last week of the Spring Semester and the two (2) weeks preceding the beginning of the Fall Semester. Specific dates shall be given to the Contractor by the Agency.

t. Special Agency Requirements: The Agency may require the Contractor to alter work days or daily work hours in order to meet special Agency events or building schedule requirements.

u. Coordination with Construction/Renovation Activities: Contractor may be required to delay or reschedule assigned cleaning tasks to avoid interference with construction activities. This will in no way relieve the Contractor of its ongoing cleaning obligations under the terms of this Agreement.

v. Agency’s right to change crew size, revise normal working hours, and to modify contract: The Agency reserves the right to temporarily or permanently increase or decrease the level of custodial services at any time, or revise the normal working hours based on the needs of the University. This may result from a change in the building usage program, building renovation, or from circumstances not foreseen by this contract. In such event, the Contractor shall work with the Agency to increase or decrease the crew staff, or change the normal work hours, and
determine the appropriate rate adjustment to the contract.

w. Essential Personnel: Custodians are considered “essential personnel” and as such are expected to report to work on snow days unless an announcement is made by the Agency or the State of Connecticut that “essential personnel” do not have to report to work. The Contractor shall credit the Agency for any hours not worked on a snow day if essential personnel are not required to work.

x. Replacement Custodians: The Contractor shall have a minimum of six (6) qualified custodians who can fill in for absences of the regular custodians. Replacement custodians will be held to the same employee standards of conduct and qualifications outlined in section 1.3 as the regular custodians.

y. Interruption of Building Services:
   i. The Contractor shall notify the Agency of any elevator breakdowns or damage to or defective condition in any part of the building’s sanitary, electrical, heating, or other systems located or passing through the premises. The damage or defective condition shall be remedied by the Agency with reasonable diligence. The Contractor will not be relieved of its cleaning obligations as a result of any interruption in the above building systems, without approval of the Agency. The Contractor will not be entitled to claim any damages as a result of the Agency's failure to promptly eliminate said interruption of building systems.
   ii. The Agency reserves the right, without liability to the Contractor, to stop or interrupt any heating, lighting, ventilating, air conditioning, electricity, water, cleaning, or other similar or dissimilar service and to stop or interrupt the use of any building or conveyance system or facility at such times as may be necessary and for strikes, or the making of repairs, alterations, or improvement, or inability to secure a proper supply of fuel, water, electricity, labor or supplies, or by reason of any other similar or dissimilar cause beyond the reasonable control of Agency. No such stoppage or interruption shall relieve the Contractor of any of its continuing cleaning obligations under this contract.

z. Building Damage: The Contractor shall make restitution to the Agency within 30 days in the form of monetary reimbursement, replacement or repairs (subject to the Agency's approval), in settlement of any damage to Agency or tenant-owned property caused by the Contractor's employees. Failure to do so will result in the cost of damages to be deducted from the contractor's monthly invoice.

aa. Supervision:
   i. The Contractor shall supply a competent and thoroughly trained “Working” Lead Custodian for each building, who has held a Supervisory or Lead Custodial position for a minimum of one (1) year, to check, inspect and maintain records of all work performed, and assist with cleaning duties. The Agency reserves the right to reject the Contractor’s selection of the “Working” Lead Custodians. The Lead Custodian shall perform the following duties:
      1. Full-Time Accessibility: The Lead Custodian shall be located in the building during all work hours to oversee performance of all obligations under this contract. With the exception of lunch and break periods, the Lead Custodian shall not leave the building under any circumstances during working hours. The Contractor shall provide each lead custodian with a cellular phone with Push To Talk capability (PPT) only. The Lead Custodian shall carry the cellular phone at all times during the workday, and leave it locked up in the building at the end of their work shift. The Contractor shall provide the Lead Custodian with a pager with telephone number display capabilities. The Lead Custodian shall carry the pager at all times on and off campus. The Contractor shall provide the cell phone and pager service at the Contractor’s expense;
2. Daily Inspection Responsibilities: The Lead Custodian shall be considered a “working supervisor” and be responsible for providing but not limited to, the following services:
   a. Plans crew workflow and determines priorities;
   b. Schedules, assigns, oversees, and assists with cleaning duties;
   c. Establishes and maintains crew procedures;
   d. Provides staff training and assistance;
   e. Ensures that supplies and equipment for the crew are adequate;
   f. Meets daily with the Agency’s building or department manager to discuss any problems or cleaning concerns;
   g. Follows building custodial program established by the Agency;
   h. Maintains a copy of and working knowledge of the cleaning task specifications outlined in this Agreement;
   i. Performs related duties as required;
   j. Uses a daily checklist of tasks to be performed;
   k. Delivers supply request orders to the Facilities Management Department weekly;
   l. Provides time sheets and overtime sheets to the Facilities Management Department weekly on Mondays;
   m. Inspects the building at least twice daily to ascertain that all personnel are performing in accordance with the cleaning schedule and with the specifications in this Agreement;
   n. Reports any cleaning emergencies, safety or security problems, or building mechanical problems immediately to the Agency;
   o. Contacts the Contractor’s Account Manager immediately to report any absence so a replacement custodian can be provided;
   p. Reviews event and classroom schedules at the beginning and end of shift and plans work schedule to meet the requirements of events and classes; and
   q. As a “working supervisor”, also performs cleaning tasks outlined in this contract.

ii. The Contractor shall assign an Account Manager which shall be responsible for the following:
   1. Works exclusively for the University for a minimum of 50 hours per week. Account manager may be required to be available longer if requested by the University;
   2. Insures that supplies are delivered to the building with a vehicle assigned to the campus. Vehicle shall be provided at the Contractor’s expense. Custodians are not allowed to leave their buildings to pick up supplies at the Contractor’s main office or warehouse;
   3. Attends progress and review meetings with Agency when requested;
   4. Inspects buildings to insure the services are performed as specified in this Agreement;
   5. Provides replacement custodians during an absence. When a Lead Custodian is absent the Account Manager insures that the crew performs the cleaning duties as outlined in this Agreement;
   6. Provides custodial staff with a copy of appropriate sections of this cleaning specifications as outlined in this Agreement;
   7. Is on-call at all times for emergencies;
   8. Is adequately trained in the compliance of all applicable OSHA, EPA, and other Federal, State and Local laws and regulations regarding materials that may be encountered in the performance of the services under this Agreement;
   9. Reviews event and classroom schedules to ensure work is being performed without interference with Agency activities or property;
   10. Inspects Contractor’s equipment for cleanliness and ensures proper working order. Arranges for repairs and simultaneous replacement of Contractor’s equipment to ensure adequate inventory;
   11. Inspects Custodial closets and rooms to ensure cleanliness and organization of supplies;
   12. Keeps schedules and personnel lists updated, providing copies to the Agency;
   13. During semester breaks the Account Manager shall prepare a schedule for Winter and
Summer Break cleaning one (1) week prior to the beginning of semester break. The Account Manager shall not take vacation the last week of Spring Semester and the 2 weeks preceding the beginning of Fall Semester;

14. The Contractor shall supply the Account Manager with a cellular phone with both PPT and regular phone service capability. The Contractor shall provide this service at the Contractor’s expense; and

15. The Contractor shall supply the Account Manager with one computer with scanning and email capabilities for the purpose of communicating with the Contractor’s main office and the Agency’s Facilities Management Department;

iii. The Contractor shall assign a Floating Supervisor which shall be responsible for the following:
1. Works exclusively for the University for a minimum of 40 hours per week. Floating supervisor may be required to be available longer if requested by the University;
2. Assist the Account Manager with Contractor provided supply deliveries;
3. Attends progress and review meetings with Agency when requested;
4. Assists the Account Manager with building inspections to insure the services are performed as specified;
5. Is on-call at all times for emergencies;
6. Is adequately trained in the compliance of all applicable OSHA, EPA, and other Federal, State and Local laws and regulations regarding materials that may be encountered in the performance of the services under this Agreement;
7. Assists the Account Manager with Contractor’s equipment repair, maintenance and replacement;
8. Assists the Account Manager with scheduling and personnel lists;
9. Assist the Account Manager with the schedule for Winter and Summer Break cleaning. The Floating Supervisor shall not take vacation the last week of Spring Semester and the 2 weeks preceding the beginning of Fall Semester. Specific dates shall be given to the Contractor by the Agency; and
10. The Contractor shall supply the Floating Supervisor with a cellular phone with both PPT and regular phone service capability. The Contractor shall provide this service at the Contractor’s expense.

iv. Notification of Change of Account Manager, Floating Supervisor or Lead Custodian. The Agency shall be notified immediately when the Account Manager, Floating Supervisor or Lead Custodian has terminated employment. Replacement shall be at the approval of the Agency.

v. Checklist and Inspection Report Form: The Agency shall monitor the Contractor’s compliance with these cleaning specifications by way of daily inspections to be performed by the Agency’s personnel on an agency approved “Checklist and Inspection Report Form”. The Contractor shall sign the form, which will constitute a record of inspection on a daily basis.

bb. The Agency shall strictly control building access and the issuance of keys. Keys are not allowed to be taken off campus for any reason, not even during lunch or break periods. The Contractor shall be responsible for complying with all applicable campus regulations for vehicle parking and issuance of keys as notified by the Agency. Contractor shall NOT be permitted to duplicate keys under any circumstances. In the event the Contractor loses an issued key or has a key stolen, the Agency shall rekey the affected lockset(s) at the Contractor’s expense. Contractor shall return all issued keys to the Agency at the end of the contract period:
1. The Contractor shall pick up and drop off keys either at the Key Shop in East Hall or from the Police Department located in the Public Safety Building, depending on the custodian’s shift:
   1. Key Shop hours are 8:00am-4:00pm Monday-Friday.
   2. The Police Department is open 24 hours/day, 365 days/year. For those custodians picking up and dropping off keys at the Police Department, a log is kept by the Police
ii. The Lead Custodian shall be responsible for making sure all entrances and exits in each area are secure during nightly operations and shall lock all doors and windows when leaving the premises;

iii. In the event the contractor or his employee(s) have not properly alarmed or secured the facility, and the Agency is required to respond to the facility, the Contractor will be assessed a One Hundred Dollar ($100.00) charge per occurrence;

iv. Propping open of building entrance or exit doors is absolutely forbidden, and may result in termination of this contract. Contractor shall immediately report any suspicious activity to the Agency’s Police Department and Facilities Management Department;

v. Contractor shall supply a minimum of four (4) shirts or shop coats to each custodian with the Contractor’s name printed on it. The custodians shall wear this uniform at all times while on campus;

vi. The Contractor shall issue identification badges to every person employed under the terms of this contract. Badges shall include the employee’s photo, employee’s name and the name of the company. Employees shall carry this identification badge at all times while on Agency property;

vii. The Agency shall issue identification badges to every person employed under the terms of this contract. Employees shall prominently display this identification badge at all times while on Agency property; and

viii. Custodians who have been scheduled for overtime or are called in for emergency overtime must sign in and out of the Energy Center building on campus before picking up and dropping off keys at the Campus Police Complex.

2.4.5 CONTRACTOR’S STANDARDS OF CONDUCT AND QUALIFICATIONS

a. In order to insure the orderly and efficient performance of duties and services at the University and to protect the health, safety and welfare of all members of the University community the Contractor agrees that the following items are strictly prohibited while performing services under this Agreement:

i. Use or possession of drugs or alcohol;

ii. Possession of firearms or illegal weapons anywhere on campus property including vehicles;

iii. Smoking in buildings;

iv. Harassment (sexual, racial or otherwise) or intimidation of anyone on the premises of the campus;

v. Violation of applicable traffic or public safety regulations or of Agency rules and procedures;

vi. Unauthorized use of Agency vehicles, equipment or property;

vii. Use of University telephones for personal business;

viii. Removal or theft of University property;

ix. Unauthorized duplication or possession of University keys;

x. Transfer of personal identification card or of parking pass to unauthorized personnel;

xi. Conduct or behavior that endangers the health, safety and welfare of any member of the public or of the University community;

xii. Interference with the work of other employees;

xiii. Work attire other than the specified uniform; and

xiv. Loud, vulgar behavior or the use of profanity.

b. Professional Standards: In rendering services under this Agreement, the Contractor shall conform to high professional standards of work and business ethic. The Contractor warrants that the services shall be performed: 1) in a professional and workmanlike manner; and 2) in accordance with generally and currently accepted principles and practices. During the term of this Agreement, the Contractor agrees to provide to CCSU in a good and faithful manner, using
its best efforts and in a manner that shall promote the interests of CCSU, such services as CCSU requests, provided in the Agreement.

c. 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.

d. Violation of Standards: Contractor will require its employees to comply with the standards listed in 1.3(a) 1.3(b) and 1.3(c) above. The Agency may, at its discretion, recommend discharge of any employee of the Contractor found to be in violation of the standards listed in 1.3(a), 1.3(b) or 1.3(c) above, or in violation of any law or standards adopted by the Agency from time to time, as required, to protect the health, safety and welfare of the University community. Upon request of the Agency, Contractor shall remove any of its employees that violate said standards from assignments to be performed under this Agreement.

e. Contractor shall submit to the Agency a complete listing of all prospective employees hired to provide services under the terms of this contract. Information must include the employee's full name, date of birth and social security number.

f. Contractor shall employ only those individuals of good moral character and with a technical knowledge of their duties sufficient to properly carry out such duties. Contractor shall provide employees having at least one (1) year experience as a custodian.

g. Communications: Contractor shall employ only those individuals who possess a command of the English language sufficient to permit dialogue with the campus community. In addition to speaking the English language, the Lead Custodians must be able to sufficiently read and write the English language. This communication requirement is necessary so Supervisory personnel can read instructions; work, classroom, and event schedules; understand the proper use of cleaning chemicals, and to understand vital instructions in emergency and non-emergency situations.

h. Blood/Bodily Fluid Clean-Up Certification: All custodians must be certified to perform blood/bodily fluid clean-up. Contractor shall provide certification for each employee prior to starting work under this contract. The Contractor shall provide clean-up kits, including red disposal bags. Used bags are to be deposited in the appropriate receptacle located at the Campus Police office.

i. Contractor shall employ only those individuals with adequate physical strength, stamina and physical fitness to be able to perform the duties outlined in this contract. Custodians may be required to lift moderate to heavy weights.

2.4.6 Monthly Invoices:
   a. Contractor shall submit monthly invoices for services. Contractor must provide a copy of the certified payroll with each monthly invoice. CCSU shall pay Contractor after service has been performed. Terms of payment shall be Net 30 days.
   b. Any charges for extra work performed must include the following information:
      i. Building where work was performed;
ii. Date of work;
iii. Brief explanation of work;
iv. Custodian’s name and building in which custodian is normally assigned;
v. Number of extra hours worked;
vi. Rate of pay; and
vii. Total charge.
c. Any credits to the Agency for custodial absences shall appear as follows on the invoice:
i. Building custodian is assigned to;
ii. Date of absence;
iii. Number of hours being credited;
iv. Hourly rate;
v. Total amount being credited.
d. Rate Adjustments:
i. Variations in Quantities: If a building’s cleaning area varies in square footage more than five percent (5%) above or below the contractual quantity stated in this contract due to renovations, construction or other items as deemed necessary by the Agency, an equitable adjustment in the contract price may be made upon request of either party. The equitable adjustment shall apply only to the quantity above one hundred five percent (105%) of the estimated quantity or that quantity below ninety-five percent (95%) of the estimated quantity. The intention of this section is for an equitable monetary adjustment when:
a. Additional Areas (space – square footage of area) are added to the area contracted for;
b. Deletion of Area (space – square footage of area) is removed from the contracted for.
Adjustments for such changes will be made by increasing or decreasing the amount paid for monthly services, whereas adjustments to the hourly rates will be paid for on a percentage basis, i.e., 10% increase in square feet will equal an increase of 10% of the hourly rates.

Section 3. Proposal

Proposers shall have sufficient experience, resources and qualified personnel to adequately perform the prescribed service. Proposers shall submit evidence of qualifications as requested in the solicitation.

If significant errors are found in the proposal, or if the proposal does not substantially conform to the requirements of the RFP, that proposal may be considered unresponsive and rejected.

Proposals submitted unsigned or after the due date and time shall be rejected.

The following requirements are presented as a minimum expectation for any Contractor’s proposal to be considered and are to be addressed in the Contractor’s response. If the proponent cannot meet or exceed these requirements, the University reserves the right to exclude their proposal from evaluation without further discourse or may enter into negotiations to mitigate any variances.

Failure to respond to all points may be grounds for rejection. Likewise, failure to supply any information required to accompany the proposals may cause a rejection of the proposal as non-compliant. The University reserves the right to request additional information and/or presentations, if clarification is needed.
3.1 Proposal Preparation:

Proposals should be prepared simply and economically, providing a straightforward, concise description of capabilities to satisfy the requirements of the RFP. Emphasis should be on meeting all requirements and content clarity.

Any RFP response, subsequent submittals and resultant Contract are subject to Freedom of Information Act (FOIA) Connecticut Generate Statute (CGS) Section 1-218. Ownership of all data, material and documentation originated and prepared for the University pursuant to the RFP shall belong exclusively to the University. Trade secrets or commercial or financial information given in confidence submitted by a Proposer shall not be subject to public disclosure, however, the Proposer must clearly identify on every page of its proposal the information that it considers confidential. In addition, a written notice must be provided that identifies the rationale for the confidentiality of the information and if the information is subsequently requested, the pages marked confidential will be handled in accordance with FOIA Statute.

Labeling the entire contents of a proposal “confidential” is not acceptable and may result in rejection of the proposal.

3.2 Program Proposal

Respondents are to address each of the following sections separately and in the sequence provided below. It is the Proposer’s responsibility to ensure that ALL INFORMATION REQUESTED BELOW IS INCLUDED WITH YOUR PROPOSAL and responded to IN THE SEQUENCE PROVIDED unless specifically identified.

The contractor’s technical submittal shall be used to describe, in as much detail as possible, how the contractor will handle the cleaning obligations of the University. Contractor shall answer the following questions and provide any requested material as an attachment to its bid:

3.2.1 Provide the information requested in section 2.3, subsections 2.3.1 through 2.3.3

3.2.2 Provide a start-up or transition plan for this contract.

3.2.3 Provide a completed pricing spreadsheet.

3.2.4 Provide a list of all equipment expected to be used for this contract (e.g. vacuums, mops, auto scrubbers, etc.). Equipment should be listed per building.

3.2.5 Describe any training programs and if and how they would be conducted at the University.

3.2.6 Provide a list of five (5) references for work of a similar nature or scope. Include contact name, job title, company name, address, phone number and email address. Also include a brief description of the services provided and date range performed. See Appendix I

3.2.7 Provide an overview of your green cleaning program. All chemicals provided by and for the University shall meet the Green Seal standard. The University shall look favorably upon contractors that are able to provide such a green cleaning program.

3.2.8 Describe the quality control procedures that you have implemented. If electronic quality control procedures or a quality control manual is available, please attach them to the proposal. Include any information regarding a computerized management and quality control inspection program.

3.2.9 Have you had mold remediation experience, and what is your standard cleaning/remediation approach? Describe techniques, products and equipment used and the training and protective equipment of your staff.
3.2.10 Describe your plan to hire the staffing needed for the execution of this contract. Describe your labor resource pool and your ability to assume a contract of this size and its affect on your existing contracts and commitments.

3.2.11 Describe all emergency clean-up capabilities your company may have to address or remediate emergencies such as major floods and weather events.

3.2.12 Does your company currently use janitorial software (i.e. CleanTelligent) at other client locations? Does your company use technology that provides inspection details to the end user electronically regarding inspections and other cleaning information? Provide details.

3.2.13 CCSU may request exterior window cleaning on a per-building/as-needed basis during the term of the contract. Describe any in-house window cleaning capabilities your company may have (special crew, equipment, etc.). CCSU is not requesting pricing at this time.

3.2.14 What is your personnel turnover rate for janitors and supervisors?

3.2.15 How do you propose to handle absenteeism?

3.2.16 Have you had a need to hire subcontractors for specific jobs or to supplement your work force in any way in the past five years? If so, describe the circumstances and provide the names and functions of those subcontractors.

3.2.17 The outsourced janitorial staff at CCSU currently working under the existing janitorial contract with Service Management Group (SMG) are members of SEIU Local 32BJ. As the current staff, these employees are a vital part of CCSU service. The University will require that the awarded contractor:
   • Honor the existing contract with this Union
   • Honor current wage and grade rates in place for current staff
   • Provide all current staff with a seamless transition to the new Contractor as necessary
   • Offer, at minimum, comparable benefits to current circumstances

Explain your understanding of this requirement and your ability and willingness to abide by such.

3.2.18 Response time to emergencies and unforeseen circumstances is critical to the operation of the University. Describe your operational schematic as it relates to location of headquarters, location of the satellite office that would service CCSU (if different) and describe in detail how your company would deploy a crew to CCSU in an emergency and the expected realistic time, in minutes, it would take to get a crew on campus from time of request.

3.2.19 Describe your electronic timekeeping system, including how time cards are validated and reported to CCSU. The University shall look favorably upon contractors that are able to provide an electronic, web based time keeping system that is easily accessible to CCSU management.

3.2.20 Provide evidence of status as a Certified Qualified Partner of the Connecticut Community Nonprofit Alliance or evidence the application was submitted prior to the bid submission, if desired by the Contractor.
3.3 BIDDER'S QUALIFICATION STATEMENT –
Preference will be given to firms who have provided cleaning services in a large University or environment deemed to be similar in nature as determined by CCSU. Firm should have been in business as a corporation, partnership, or sole proprietorship continuously for at least the last five (5) years, engaged in the business of large-scale (minimum 800,000 sq. ft.) commercial building, carpet, and window cleaning. Provide one (1) letter of reference each from three (3) accounts for a minimum of five (5) years cleaning at each account, including at least one (1) large University consisting of classrooms, offices, Residence Halls, auditorium, sports complex, and dining facility.

All Bidders are required to return this form, properly completed, with their response. Failure of a bidder to answer any question or provide required information may be grounds for CCSU to disqualify and reject their Bid. If a question or request for information does not pertain to your organization in any way, use the symbol "NA" (Not Applicable). Use additional 8 1/2" x 11" sheets with your letterhead as necessary.

3.3.1 Indicate the name by which this organization is known and the address from which service will be provided.
Name __________________________________________
Address __________________________________________
___________________________________________

3.3.2 How many years has this organization been in business under its present business name? _________Years

3.3.3 Indicate all other names by which this organization has been known and the length of time known by each:
____________________________________________________

3.3.4 What is the primary commodity/service provided by this business?
____________________________________________________________________

3.3.5 This firm is a: Corporation Partnership _____Sole Proprietorship Joint Venture Other
This firm is: _____Women Owned _____Minority Business _____ Connecticut Set Aside Contractor

3.3.6 Attach resumes of all supervisory personnel, such as Principals, Project Managers, General Managers and Supervisors who will be directly involved with the contract on which you are now a bidder.

3.3.7 How many cleaning employees do you currently have on the payroll? _________________

3.3.8 Trade References: Names, addresses and telephone numbers of several firms with whom your organization has regular business dealings:
____________________________________________________________________
____________________________________________________________________
____________________________________________________________________

3.3.9 In the past five (5) years, has your organization ever failed to complete a contract, or has any officer or partner of your organization ever been an officer or partner of another organization that failed to complete a contract? If yes, provide details on when, where and why, including the name of the bonding company involved.

3.3.10 In the past five (5) years, has your organization had a contract for cleaning services terminated for failure to perform, or for failure to meet any requirements of the contract? If yes, provide details on when, where and why.

3.3.11 In the past five (5) years, have you been cited by the Labor Department of the State of Connecticut or by any state agency for any violations of state or federal labor laws, regulations or guidelines governing payment of wages and/or benefits to your employees? If yes, provide details on when, where, and why.

3.3.12 In the past five (5) years, has your organization been cited by OSHA for any violations of OSHA standards or regulations? If yes, provide details on when, where and why.
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Section 4. Proposal Evaluation

The evaluation of proposals received in response to the RFP will be conducted comprehensively, fairly, and impartially. A committee will be selected to evaluate the qualifications/experience and program/operational. The financial proposals will be scored using a predetermined formula. A Contract will be awarded to the responsive, responsible Contractor whose proposal was determined in writing to be the most advantageous to the University. All Contractors submitting proposals concur with this method of award and will not, under any circumstances or in any manner, dispute any award made using this method.

An initial evaluation of all proposals received shall be conducted to ensure the proposals are responsive in form to the RFP requirements.

Evaluation Criteria

1. Qualifications and Experience

2. Ability to Perform

3. Cost Structure

The order in which the above selection criteria are listed is not indicative of their relative importance.

The University will include in its evaluation: proposals, presentations (if requested), references and interviews. In addition, the awards will be predicated upon the successful negotiation of the specific terms and conditions to be included in the Contract.

Proposer Presentation: As part of the evaluation process, the University reserves the right to request a formal presentation by any or all qualified Proposers and to visit locations for which the Contractor currently operates. The Purchasing Department shall schedule the presentations following committee review of the proposals. Proposers should be prepared to discuss and substantiate all areas of their proposals. This is a fact finding and explanation session only and does not include negotiation.

Supplemental Information: As part of the weighted average review, the University may request the Contractor to supply, in writing, clarifications, additional documentation or information needed to fairly evaluate each proposal.

Review of References: Each proposer is required to provide a list of references as requested above. At minimum, two educational institutions must be of the size and scope of the University. Please include name, title, telephone number and e-mail address of a contact person at each institution. The University reserves the right, but is not obligated to, contact and review the program of any institution by any proposer as a reference.

Requests for Clarification by the University: The University may request that any proponent clarify or supplement any information contained in any Proposal. Proposers are required to provide a written response within ten (10) business days of receipt of any request for clarification by the University.

Proposal Qualification Data: If necessary to evaluate proposer qualification, proposer may be requested to furnish information including but not limited to the following items:

- Financial resources.
- Personnel resources.
- Executives and key person resumes.
- Ability to meet delivery and support schedules.
- Ability to meet specifications and quality requirements.
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Appendix I. REFERENCES

Proposals should include five institutions, of similar or the same size, where your organization has provided comprehensive custodial services similar to those you’re proposing for CCSU.

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.

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Appendix II. INSTRUCTIONS TO PROPOSERS

A. Proposers shall submit a clearly marked original and four (4) clearly marked hard copies plus one complete copy electronically on CD or USB flash drive. Proposals shall be received by the CCSU Purchasing Department no later than 3:00 p.m. E.S.T., on April 18, 2018 at which time a representative of the Purchasing Department will announce publicly the names of those firms submitting proposals. No other public disclosure will be made until after the award of the Contract.

Proposals shall be mailed or hand delivered to:

Thomas J. Brodeur, C.P.M.
Purchasing Department, Marcus White Annex Room 006
Central Connecticut State University
1615 Stanley Street
New Britain, CT 06050-4010

Any proposal received after 3:00 p.m. on April 18, 2018 shall be rejected.

The outside cover of the package containing the proposals shall be marked:
RFP 2019-02, Proposal for Custodial Services, submitted by (Name of Contractor)

Note that 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. Please call the University Snow Phone at 860-832-3333 for up to date information on cancellations or early closings.

B. Proposers may withdraw their proposals at any time prior to the time and date set for opening.

C. No department, school, or office at the University has the authority to solicit or receive official proposals other than the Purchasing Department. All solicitation is performed under the direct supervision of the Purchasing Department and in complete accordance with University policies and procedures.

D. The University reserves the right to conduct discussions with proposers. During this discussion period, the University will not disclose any information derived from the proposals or from discussions with other proposers. Once a contract is executed, the solicitation file, and the proposals contained therein, are in the public record and will be disclosed upon request.

E. Submission of a proposal against this RFP is your acknowledgement that subjective criteria will be used in the evaluation of proposals. Award shall be made to the responsible proposer who is determined to be the most advantageous to the University. Price, although an important consideration, will not be the sole determining factor.

F. Conditional proposals will not be considered. All proposals must be signed by an individual authorized to extend a formal proposal. Proposals that are not signed may be rejected.

G. The University reserves the right to reject any or all proposals or any part thereof, or to accept any proposal, or any part thereof, or to withhold the award and to waive or decline to waive irregularities in any proposal when it determines that it is in its best interest to do so.

H. All proposals in response to this RFP are to be the sole property of the State and subject to the provisions of section 1-19 of the Connecticut General Statutes. (re: Freedom of Information Act)

I. Any alleged oral agreement or arrangement made by a Contractor with any agency or employee will be superseded by the written agreement.

K. CCSU reserves the right to correct clerical errors in the RFP or vendor proposal.
L. No additions or changes to the original proposal will be allowed after submittal. While changes are not permitted, clarification at the request of the agency may be required at the Proposer’s expense.

M. Direct all inquiries relative to the conditions and specifications listed herein and any and all other communication related to this RFP to:

Thomas J. Brodeur, C.P.M.
Purchasing Manager
Marcus White Annex room 006
New Britain CT 06050
Phone: (860) 832-2531
Fax: (860) 832-2523
Email: brodeur@ccsu.edu
Appendix III: PROPOSAL CERTIFICATION

PROPOSERS – SIGN AND SUBMIT THIS CERTIFICATION WITH PROPOSAL.

REQUEST FOR PROPOSAL NO. 2019-02
Custodial Services at CCSU

I certify that:

- this proposal is a legal and binding offer and I have the authority to bind the proposer indicated below to the specific terms, conditions and technical specifications required in this RFP and offered in the proposer’s proposal. I understand that by submitting this proposal, the proposer indicated below agrees to provide the services described in the proposal.

- the contents of the proposal are true and accurate and that the proposer has not made any knowingly false statements in the proposal.

- the proposal has been developed independently, without consultation or communication with any employee or consultant of CCSU who has worked on the development of this RFP, or with any person serving as a member of the evaluation committee, or with any other proposer or parties for the purpose of restricting competition.

- this bid is genuine and is not made in the interest of or on behalf of any undisclosed person, firm or corporation; that the proposer has not directly or indirectly induced or solicited any other proposer to put in a false or sham bid; that the proposer has not solicited or induced any person, firm or corporation to refrain from bidding; and that the proposer has not sought by collusion to obtain any advantage over any other proposer or over the University.

- we have read and understood the RFP and have submitted our proposal in accordance with the terms and conditions of the proposal specifications and agree to fulfill our legal obligations pursuant to the attached contractual provisions.

______________________________                 __________________
(name or firm name)                                            (phone no.)
______________________________
(address)                                                               (email address)
______________________________                  __________________
(address)                                                               (federal I. D. no. or SSN)
______________________________                  __________________
(signature)                                                               (date)
______________________________
(title)

For all State Contracts as defined in P.A. 07-1 having a value in a calendar year of $50,000 or more, the authorized signatory to this Agreement expressly acknowledges receipt of the State Election Enforcements Commission’s notice advising state Contractors of state campaign contribution and solicitation prohibitions, and will inform its principals of the contents of the notice. See Attachment [SEEC Form 11]

     Initial       Date
Appendix IV. ADMINISTRATIVE FORMS
COMMISSION ON HUMAN RIGHTS AND OPPORTUNITIES
CONTRACT COMPLIANCE REGULATIONS
NOTIFICATION TO BIDDERS (rev 09/17/07)

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)

**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; molds, 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.
## BIDDER CONTRACT COMPLIANCE MONITORING REPORT

### PART I - Bidder Information

<table>
<thead>
<tr>
<th>Company Name</th>
<th>Street Address</th>
<th>City &amp; State</th>
<th>Chief Executive</th>
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</thead>
<tbody>
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</tbody>
</table>

Bidder Federal Employer Identification

- Number ____________________________
- Or

- Social Security Number __________

### Major Business Activity

(brief description)

Bidder Identification

(response optional/definitions on page 1)

- Bidder is a small contractor. Yes__ No__
- Bidder is a minority business enterprise Yes__ No__
  (If yes, check ownership category)
  - Black___ Hispanic___ Asian American___ American Indian/Alaskan
  - Native___ Iberian Peninsula___ Individual(s) with a Physical Disability___
  - Female___
- Bidder is certified as above by State of CT Yes__ No__

DAS Certification Number ____________________________

**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

**Date:**

<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>
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<tbody>
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<td>Male</td>
<td>Female</td>
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<td>Management</td>
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<td>Business &amp; Financial Ops</td>
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<td>Marketing &amp; Sales</td>
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<td>Legal Occupations</td>
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<td>Computer Specialists</td>
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<tr>
<td>Architecture/Engineering</td>
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<tr>
<td>Office &amp; Admin Support</td>
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<tr>
<td>Bldg/ Grounds Cleaning/Maintenance</td>
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<tr>
<td>Construction &amp; Extraction</td>
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<tr>
<td>Installation , Maintenance &amp; Repair</td>
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<tr>
<td>Material Moving Workers</td>
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<tr>
<td>Production Occupations</td>
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<tr>
<td>TOTALS ABOVE</td>
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</tbody>
</table>

**TOTALS ABOVE**

**Total One Year Ago**

**FORMAL ON THE JOBTRAIINEES**

*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

<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></td>
<td></td>
<td>Work Experience</td>
</tr>
<tr>
<td>Private Employment Agencies</td>
<td></td>
<td></td>
<td>Ability to Speak or Write English</td>
</tr>
<tr>
<td>Schools and Colleges</td>
<td></td>
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<td>Written Tests</td>
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<tr>
<td>Newspaper Advertisement</td>
<td></td>
<td></td>
<td>High School Diploma</td>
</tr>
<tr>
<td>Walk Ins</td>
<td></td>
<td></td>
<td>College Degree</td>
</tr>
<tr>
<td>Present Employees</td>
<td></td>
<td></td>
<td>Union Membership</td>
</tr>
<tr>
<td>Labor Organizations</td>
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<td></td>
<td>Personal Recommendation</td>
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<tr>
<td>Minority/Community Organizations</td>
<td></td>
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<td>Height or Weight</td>
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<tr>
<td>Others (please identify)</td>
<td></td>
<td></td>
<td>Car Ownership</td>
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<td>Arrest Record</td>
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</tbody>
</table>

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.

<table>
<thead>
<tr>
<th>(Signature)</th>
<th>(Title)</th>
<th>(Date Signed)</th>
<th>(Telephone)</th>
</tr>
</thead>
</table>

42
STATE OF CONNECTICUT
NONDISCRIMINATION CERTIFICATION — Affidavit
By Entity
For Contracts Valued at $50,000 or More

Documentation in the form of an affidavit signed under penalty of false statement by a chief executive officer, president, chairperson, member, or other corporate officer duly authorized to adopt corporate, company, or partnership policy that certifies the contractor complies with the nondiscrimination agreements and warranties under Connecticut General Statutes §§ 4a-60(a)(1) and 4a-60a(a)(1), as amended

INSTRUCTIONS:

For use by an entity (corporation, limited liability company, or partnership) when entering into any contract type with the State of Connecticut valued at $50,000 or more for any year of the contract. Complete all sections of the form. Sign form in the presence of a Commissioner of Superior Court or Notary Public. Submit to the awarding State agency prior to contract execution.

AFFIDAVIT:

I, the undersigned, am over the age of eighteen (18) and understand and appreciate the obligations of an oath. I am __________________________ of ____________________________, an entity duly formed and existing under the laws of _________________________________.

Signatory’s Title

Name of Entity

I certify that I am authorized to execute and deliver this affidavit on behalf of __________________________ and that __________________________ has a policy in place that complies with the nondiscrimination agreements and warranties of Connecticut General Statutes §§ 4a-60(a)(1) and 4a-60a(a)(1), as amended.

Authorized Signatory

______________________________

Printed Name

Sworn and subscribed to before me on this ______ day of ___________, 20___.

Commissioner of the Superior Court/Notary Public

Commission Expiration Date
STATE OF CONNECTICUT
GIFT AND CAMPAIGN CONTRIBUTION CERTIFICATION

Written or electronic certification to accompany a State contract with a value of $50,000 or more pursuant to C.G.S. §§ 4-250, 4-252(c) and 9-612(f)(2) and Governor Dannel P. Malloy’s Executive Order 49

INSTRUCTIONS:
Complete all sections of the form. Attach additional pages, if necessary, to provide full disclosure about any lawful campaign contributions made to campaigns of candidates for statewide public office or the General Assembly, as described herein. Sign and date the form, under oath, in the presence of a Commissioner of the Superior Court or Notary Public. Submit the completed form to the awarding State agency at the time of initial contract execution and if there is a change in the information contained in the most recently filed certification, such person shall submit an updated certification either (i) not later than thirty (30) days after the effective date of such change or (ii) upon the submittal of any new bid or proposal for a contract, whichever is earlier. Such person shall also submit an accurate, updated certification not later than fourteen days after the twelve-month anniversary of the most recently filed certification or updated certification.

CHECK ONE:  
☐ Initial Certification  ☐ 12 Month Anniversary Update (Multi-year contracts only.)
☐ Updated Certification because of change of information contained in the most recently filed certification or twelve-month anniversary update.

GIFT CERTIFICATION:
As used in this certification, the following terms have the meaning set forth below:

1) "Contract" means that contract between the State of Connecticut (and/or one or more of its agencies or instrumentalities) and the Contractor, attached hereto, or as otherwise described by the awarding State agency below;
2) If this is an Initial Certification, "Execution Date" means the date the Contract is fully executed by, and becomes effective between, the parties; if this is a twelve-month anniversary update, "Execution Date" means the date this certification is signed by the Contractor;
3) "Contractor" means the person, firm or corporation named as the contactor below;
4) "Applicable Public Official or State Employee" means any public official or state employee described in C.G.S. §4-252(c)(1)(i) or (ii);
5) "Gift" has the same meaning given that term in C.G.S. § 4-250(1);
6) "Principals or Key Personnel" means and refers to those principals and key personnel of the Contractor, and its or their agents, as described in C.G.S. §§ 4-250(5) and 4-252(c)(1)(B) and (C).

I, the undersigned, am a Principal or Key Personnel of the person, firm or corporation authorized to execute this certification on behalf of the Contractor. I hereby certify that, no gifts were made by (A) such person, firm, corporation, (B) any principals and key personnel of the person firm or corporation who participate substantially in preparing bids, proposals or negotiating state contracts or (C) any agent of such, firm, corporation, or principals or key personnel who participates substantially in preparing bids, proposals or negotiating state contracts, to (i) any public official or state employee of the state agency or quasi-public agency soliciting bids or proposals for state contracts who participates substantially in the preparation of bid solicitations or request for proposals for state contracts or the negotiation or award of state contracts or (ii) any public official or state employee of any other state agency, who has supervisory or appointing authority over such state agency or quasi-public agency.

I further certify that no Principals or Key Personnel know of any action by the Contractor to circumvent (or which would result in the circumvention of) the above certification regarding Gifts by providing for any other Principals, Key Personnel, officials, or employees of the Contractor, or its or their agents, to make a Gift to any Applicable Public Official or State Employee. I further certify that the Contractor made the bid or proposal for the Contract without fraud or collusion with any person.
CAMPAIGN CONTRIBUTION CERTIFICATION:

I further certify that, on or after December 31, 2006, neither the Contractor nor any of its principals, as defined in C.G.S. § 9-612(g)(1), has made any campaign contributions to, or solicited any contributions on behalf of, any exploratory committee, candidate committee, political committee, or party committee established by, or supporting or authorized to support, any candidate for statewide public office, in violation of C.G.S. § 9-612(g)(2)(A). I further certify that all lawful campaign contributions that have been made on or after December 31, 2006 by the Contractor or any of its principals, as defined in C.G.S. § 9-612(g)(1), to, or solicited on behalf of, any exploratory committee, candidate committee, political committee, or party committee established by, or supporting or authorized to support any candidates for statewide public office or the General Assembly, are listed below:

Lawful Campaign Contributions to Candidates for Statewide Public Office:

<table>
<thead>
<tr>
<th>Contribution Date</th>
<th>Name of Contributor</th>
<th>Recipient</th>
<th>Value</th>
<th>Description</th>
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<tbody>
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Lawful Campaign Contributions to Candidates for the General Assembly:

<table>
<thead>
<tr>
<th>Contribution Date</th>
<th>Name of Contributor</th>
<th>Recipient</th>
<th>Value</th>
<th>Description</th>
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Sworn as true to the best of my knowledge and belief, subject to the penalties of false statement.

______________________________
Printed Contractor Name

______________________________
Printed Name of Authorized Official

______________________________
Signature of Authorized Official

Subscribed and acknowledged before me this ______day of ____________________, 20___.

Commissioner of the Superior Court (or Notary Public)

______________________________
My Commission Expires
STATE OF CONNECTICUT
CONSULTING AGREEMENT AFFIDAVIT

Affidavit to accompany a State contract for the purchase of goods and services with a value of $50,000 or more in a calendar or fiscal year, pursuant to Connecticut General Statutes §§ 4a-81(a) and 4a-81(b)

INSTRUCTIONS:
If the bidder or vendor has entered into a consulting agreement, as defined by Connecticut General Statutes § 4a-81(b)(1): Complete all sections of the form. If the bidder or vendor has entered into more than one such consulting agreement, use a separate form for each agreement. Sign and date the form in the presence of a Commissioner of the Superior Court or Notary Public. If the bidder or vendor has not entered into a consulting agreement, as defined by Connecticut General Statutes § 4a-81(b)(1): Complete only the shaded section of the form. Sign and date the form in the presence of a Commissioner of the Superior Court or Notary Public.

Submit completed form to the awarding State agency with bid or proposal. For a sole source award, submit completed form to the awarding State agency at the time of contract execution.

This affidavit must be amended if there is any change in the information contained in the most recently filed affidavit not later than (i) thirty days after the effective date of any such change or (ii) upon the submittal of any new bid or proposal, whichever is earlier.

AFFIDAVIT: [ Number of Affidavits Sworn and Subscribed On This Day: _____ ]

I, the undersigned, hereby swear that I am the chief official of the bidder or vendor awarded a contract, as described in Connecticut General Statutes § 4a-81(a), or that I am the individual awarded such a contract who is authorized to execute such contract, except for the agreement listed below:

Consultant’s Name and Title

Name of Firm (if applicable)

Start Date

End Date

Cost

Description of Services Provided: ___________________________________________________________

_____________________________________

Is the consultant a former State employee or former public official? □ YES □ NO

If YES:

Name of Former State Agency

Termination Date of Employment

Sworn as true to the best of my knowledge and belief, subject to the penalties of false statement.

__________________________

Signature of Chief Official or Individual

Date

__________________________

Printed Name of Bidder or Vendor

Printed Name (of above) Awarding State Agency

Sworn and subscribed before me on this ____ day of ____________, 20__.  

Commissioner of the Superior Court
or Notary Public

__________________________

My Commission Expires

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STATE OF CONNECTICUT
AFFIRMATION OF RECEIPT OF STATE ETHICS LAWS SUMMARY

Written or electronic affirmation to accompany a large State construction or procurement contract, having a cost of more than $500,000, pursuant to Connecticut General Statutes §§ 1-101mm and 1-101qq

INSTRUCTIONS:
Complete all sections of the form. Submit completed form to the awarding State agency or contractor, as directed below.

CHECK ONE:
I am a person seeking a large State construction or procurement contract. I am submitting this affirmation to the awarding State agency with my bid or proposal. [Check this box if the contract will be awarded through a competitive process.]

I am a contractor who has been awarded a large State construction or procurement contract. I am submitting this affirmation to the awarding State agency at the time of contract execution. [Check this box if the contract was a sole source award.]

I am a subcontractor or consultant of a contractor who has been awarded a large State construction or procurement contract. I am submitting this affirmation to the contractor.

I am a contractor who has already filed an affirmation, but I am updating such affirmation either (i) no later than thirty (30) days after the effective date of any such change or (ii) upon the submittal of any new bid or proposal, whichever is earlier.

IMPORTANT NOTE:
Within fifteen (15) days after the request of such agency, institution or quasi-public agency for such affirmation contractors shall submit the affirmations of their subcontractors and consultants to the awarding State agency. Failure to submit such affirmations in a timely manner shall be cause for termination of the large State construction or procurement contract.

AFFIRMATION:
I, the undersigned person, contractor, subcontractor, consultant, or the duly authorized representative thereof, affirm (1) receipt of the summary of State ethics laws* developed by the Office of State Ethics pursuant to Connecticut General Statutes § 1-81b and (2) that key employees of such person, contractor, subcontractor, or consultant have read and understand the summary and agree to comply with its provisions.

* The summary of State ethics laws is available on the State of Connecticut’s Office of State Ethics website.

Signature ____________________________ Date ____________________________
Printed Name ____________________________ Title ____________________________
Firm or Corporation (if applicable) ____________________________
Street Address ____________________________ City ____________________________ State ____________ Zip
Awarding State Agency ____________________________
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STATE OF CONNECTICUT
Written or electronic PDF copy of the written certification to accompany a large state contract pursuant to P.A. No. 13-162 (Prohibiting State Contracts With Entities Making Certain Investments In Iran)

Respondent Name: __________________________________

INSTRUCTIONS: CHECK ONE: ___ Initial Certification. ___ Amendment or renewal.

A. Who must complete and submit this form. Effective October 1, 2013, this form must be submitted for any large state contract, as defined in section 4–250 of the Connecticut General Statutes. This form must always be submitted with the bid or proposal, or if there was no bid process, with the resulting contract, regardless of where the principal place of business is located.

Pursuant to P.A. No. 13-162, upon submission of a bid or prior to executing a large state contract, the certification portion of this form must be completed by any corporation, general partnership, limited partnership, limited liability partnership, joint venture, nonprofit organization or other business organization whose principal place of business is located outside of the United States. United States subsidiaries of foreign corporations are exempt. For purposes of this form, a “foreign corporation” is one that is organized and incorporated outside the United States of America.

Check applicable box:
☐ Respondent’s principal place of business is within the United States or Respondent is a United States subsidiary of a foreign corporation. Respondents who check this box are not required to complete the certification portion of this form, but must submit this form with its Invitation to Bid ("ITB"), Request for Proposal ("RFP") or contract package if there was no bid process.
☐ Respondent’s principal place of business is outside the United States and it is not a United States subsidiary of a foreign corporation. CERTIFICATION required. Please complete the certification portion of this form and submit it with the ITB or RFP response or contract package if there was no bid process.

B. Additional definitions.
1) "Large state contract" has the same meaning as defined in section 4–250 of the Connecticut General Statutes;
2) “Respondent” means the person whose name is set forth at the beginning of this form; and
3) “State agency” and “quasi-public agency” have the same meanings as provided in section 1–79 of the Connecticut General Statutes.

C. Certification requirements.
No state agency or quasi-public agency shall enter into any large state contract, or amend or renew any such contract with any Respondent whose principal place of business is located outside the United States and is not a United States subsidiary of a foreign corporation unless the Respondent has submitted this certification.

Complete all sections of this certification and sign and date it, under oath, in the presence of a Commissioner of the Superior Court, a Notary Public or a person authorized to take an oath in another state.

CERTIFICATION:
I, the undersigned, am the official authorized to execute contracts on behalf of the Respondent. I certify that:
☐ Respondent has made no direct investments of twenty million dollars or more in the energy sector of Iran on or after October 1, 2013, as described in Section 202 of the Comprehensive Iran Sanctions, Accountability and Divestment Act of 2010.
☐ Respondent has either made direct investments of twenty million dollars or more in the energy sector of Iran on or after October 1, 2013, as described in Section 202 of the Comprehensive Iran Sanctions, Accountability and Divestment Act of 2010, or Respondent made such an investment prior to October 1, 2013 and has now increased or renewed such an investment on or after said date, or both.
Sworn as true to the best of my knowledge and belief, subject to the penalties of false statement.

__________________________________________  ______________________________
Printed Respondent Name  Printed Name of Authorized Official

___________________________________  
Signature of Authorized Official
Subscribed and acknowledged before me this _____ day of ________________, 20__.

______________________________  
Commissioner of the Superior Court (or Notary Public)
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STATE OF CONNECTICUT
STATE ELECTIONS ENFORCEMENT COMMISSION
20 Trinity Street Hartford, Connecticut 06106—1628

SEEC FORM 11
NOTICE TO EXECUTIVE BRANCH STATE CONTRACTORS AND PROSPECTIVE STATE CONTRACTORS OF CAMPAIGN CONTRIBUTION AND SOLICITATION BAN

This notice is provided under the authority of Connecticut General Statutes 9-612(g)(2), as amended by P.A. 07-1, and is for the purpose of informing state contractors and prospective state contractors of the following law (italicized words are defined below):

Campaign Contribution and Solicitation Ban
No state contractor, prospective state contractor, principal of a state contractor or principal of a prospective state contractor, with regard to a state contract or state contract solicitation with or from a state agency in the executive branch or a quasi-public agency or a holder, or principal of a holder of a valid prequalification certificate, shall make a contribution to, or solicit contributions on behalf of (i) an exploratory committee or candidate committee established by a candidate for nomination or election to the office of Governor, Lieutenant Governor, Attorney General, State Comptroller, Secretary of the State or State Treasurer, (ii) a political committee authorized to make contributions or expenditures to or for the benefit of such candidates, or (iii) a party committee;

In addition, no holder or principal of a holder of a valid prequalification certificate, shall make a contribution to, or solicit contributions on behalf of (i) an exploratory committee or candidate committee established by a candidate for nomination or election to the office of State senator or State representative, (ii) a political committee authorized to make contributions or expenditures to or for the benefit of such candidates, or (iii) a party committee.

Duty to Inform
State contractors and prospective state contractors are required to inform their principals of the above prohibitions, as applicable, and the possible penalties and other consequences of any violation thereof.

Penalties for Violations
Contributions or solicitations of contributions made in violation of the above prohibitions may result in the following civil and criminal penalties:
Civil penalties—$2000 or twice the amount of the prohibited contribution, whichever is greater, against a principal or a contractor.
Any state contractor or prospective state contractor which fails to make reasonable efforts to comply with the provisions requiring notice to its principals of these prohibitions and the possible consequences of their violations may also be subject to civil penalties of $2000 or twice the amount of the prohibited contributions made by their principals.
Criminal penalties—Any knowing and willful violation of the prohibition is a Class D felony, which may subject the violator to imprisonment of not more than 5 years, or $5000 in fines, or both.

Contract Consequences
Contributions made or solicited in violation of the above prohibitions may result, in the case of a state contractor, in the contract being voided.

Contributions made or solicited in violation of the above prohibitions, in the case of a prospective state contractor, shall result in the contract described in the state contract solicitation not being awarded to the prospective state contractor, unless the State Elections Enforcement Commission determines that mitigating circumstances exist concerning such violation.

The State will not award any other state contract to anyone found in violation of the above prohibitions for a period of one year after the election for which such contribution is made or solicited, unless the State Elections Enforcement Commission determines that mitigating circumstances exist concerning such violation.

Additional information and the entire text of P.A 07-1 may be found on the website of the State Elections Enforcement Commission, www.ct.gov/seec. Click on the link to “State Contractor Contribution Ban.”
Definitions:

"State contractor" means a person, business entity or nonprofit organization that enters into a state contract. Such person, business entity or nonprofit organization shall be deemed to be a state contractor until December thirty-first of the year in which such contract terminates. "State contractor" does not include a municipality or any other political subdivision of the state, including any entities or associations duly created by the municipality or political subdivision officially amongst themselves to further any purpose authorized by statute or charter, or an employee in the executive or legislative branch of state government or a quasi-public agency, whether in the classified or unclassified service and full or part-time, and only in such person's capacity as a state or quasi-public agency employee.

"Prospective state contractor" means a person, business entity or nonprofit organization that (i) submits a response to a state contract solicitation by the state, a state agency or a quasi-public agency, or a proposal in response to a request for proposals by the state, a state agency or a quasi-public agency, until the contract has been entered into, or (ii) holds a valid prequalification certificate issued by the Commissioner of Administrative Services under section 4a-100. "Prospective state contractor" does not include a municipality or any other political subdivision of the state, including any entities or associations duly created by the municipality or political subdivision officially amongst themselves to further any purpose authorized by statute or charter, or an employee in the executive or legislative branch of state government or a quasi-public agency, whether in the classified or unclassified service and full or part-time, and only in such person's capacity as a state or quasi-public agency employee.

"Principal of a state contractor or prospective state contractor" means (i) any individual who is a member of the board of directors of, or has an ownership interest of five per cent or more in, a state contractor or prospective state contractor, which is a business entity, except for an individual who is a member of the board of directors of a nonprofit organization, (ii) an individual who is employed by a state contractor or prospective state contractor, which is a business entity, as president, treasurer or executive vice president, (iii) an individual who is the chief executive officer of a state contractor or prospective state contractor, which is not a business entity, or if a state contractor or prospective state contractor has no such officer, then the officer who duly possesses comparable powers and duties, (iv) an officer or an employee of any state contractor or prospective state contractor who has managerial or discretionary responsibilities with respect to a state contract, (v) the spouse or a dependent child who is eighteen years of age or older of an individual described in this subparagraph, or (vi) a political committee established or controlled by an individual described in this subparagraph or the business entity or nonprofit organization that is the state contractor or prospective state contractor.

"State contract" means an agreement or contract with the state or any state agency or any quasi-public agency, let through a procurement process or otherwise, having a value of fifty thousand dollars or more, or a combination or series of such agreements or contracts having a value of one hundred thousand dollars or more in a calendar year, for (i) the rendition of services, (ii) the furnishing of any goods, material, supplies, equipment or any items of any kind, (iii) the construction, alteration or repair of any public building or public work, (iv) the acquisition, sale or lease of any land or building, (v) a licensing arrangement, or (vi) a grant, loan or loan guarantee. "State contract" does not include any agreement or contract with the state, any state agency or any quasi-public agency that is officially federally funded, an education loan or a loan to an individual for other than commercial purposes.

"State contract solicitation" means a request by a state agency or quasi-public agency, in whatever form issued, including, but not limited to, an invitation to bid, request for proposals, request for information or request for quotes, inviting bids, quotes or other types of submittals, through a competitive procurement process or another process authorized by law waiving competitive procurement.

“Managerial or discretionary responsibilities with respect to a state contract” means having direct, extensive and substantive responsibilities with respect to the negotiation of the state contract and not peripheral, clerical or ministerial responsibilities.

“Dependent child” means a child residing in an individual’s household who may legally be claimed as a dependent on the federal income tax of such individual.

“Solicit” means (A) requesting that a contribution be made, (B) participating in any fund-raising activities for a candidate committee, exploratory committee, political committee or party committee, including, but not limited to, forwarding tickets to potential contributors, receiving contributions for transmission to any such committee or bundling contributions, (C) serving as chairperson, treasurer or deputy treasurer of any such committee, or (D) establishing a political committee for the sole purpose of soliciting or receiving contributions for any committee. Solicit does not include: (i) making a contribution that is otherwise permitted by Chapter 155 of the Connecticut General Statutes; (ii) informing any person of a position taken by a candidate for public office or a public official, (iii) notifying the person of any activities of, or contact information for, any candidate for public office; or (iv) serving as a member in any party committee or as an officer of such committee that is not otherwise prohibited in this section.
Appendix VI. RFP RESPONSE CHECK LIST

A COMPLETE BID RESPONSE WILL INCLUDE THE SUBMISSION OF ALL THE ATTACHMENTS LISTED BELOW. PARTIAL ANSWERS AND/OR MISSING ATTACHMENTS MAY DEEM YOUR RESPONSE AS NON-COMPLIANT. NON-COMPLIANT BIDS ARE DISQUALIFIED FROM CONSIDERATION.

[ ] Form of Proposal (complete response to requirements in Section 3)
[ ] References (Appendix I)
[ ] Signed Proposal Certification (Appendix III)
[ ] Administrative Forms included in Appendix IV – CHRO Bidder Contract Compliance Monitoring Report
  Signed and Notarized OPM Nondiscrimination Certification
  Signed and Notarized OPM Ethics Form 1 (Gift/Campaign Contributions)
  Signed and Notarized OPM Ethics Form 5 (Consulting Affidavit)
  Signed and Notarized OPM Ethics Form 6 (State Ethics Laws)
  Signed and Notarized OPM Ethics Form 7 (Iran)
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### Appendix VII

**CUSTODIAL SERVICES at CCSU**

**BID PRICING SHEETS (3 pages)**

#### 1. Monthly Cost for Janitorial Services:

<table>
<thead>
<tr>
<th>Building</th>
<th>Monthly Cost Per Month</th>
</tr>
</thead>
<tbody>
<tr>
<td>Barrows Hall</td>
<td>$______________</td>
</tr>
<tr>
<td>Beecher Hall</td>
<td>$______________</td>
</tr>
<tr>
<td>Carroll Hall</td>
<td>$______________</td>
</tr>
<tr>
<td>Sam May Hall</td>
<td>$______________</td>
</tr>
<tr>
<td>Seth North Hall</td>
<td>$______________</td>
</tr>
<tr>
<td>Gallaudet Hall</td>
<td>$______________</td>
</tr>
<tr>
<td>James Hall</td>
<td>$______________</td>
</tr>
<tr>
<td>Sheridan Hall</td>
<td>$______________</td>
</tr>
<tr>
<td>Vance Hall (Residence Hall)</td>
<td>$______________</td>
</tr>
<tr>
<td>Memorial Hall</td>
<td>$______________</td>
</tr>
<tr>
<td>Memorial Hall Third Shift Cleaning</td>
<td>$______________</td>
</tr>
<tr>
<td>Student Center</td>
<td>$______________</td>
</tr>
<tr>
<td>Student Center Third Shift Cleaning</td>
<td>$______________</td>
</tr>
<tr>
<td>Welte Hall</td>
<td>$______________</td>
</tr>
<tr>
<td>Burritt Library</td>
<td>$______________</td>
</tr>
<tr>
<td>Campus Police Complex</td>
<td>$______________</td>
</tr>
<tr>
<td>Early Learning Center</td>
<td>$______________</td>
</tr>
<tr>
<td>Social Sciences Hall</td>
<td>$______________</td>
</tr>
<tr>
<td>Mid Campus Residence Hall</td>
<td>$______________</td>
</tr>
<tr>
<td>Service</td>
<td>Amount Per Month</td>
</tr>
<tr>
<td>-------------------------------</td>
<td>------------------</td>
</tr>
<tr>
<td>Hilltop Café</td>
<td>$______________</td>
</tr>
<tr>
<td>Hilltop Café Third Shift Cleaning</td>
<td>$______________</td>
</tr>
<tr>
<td><strong>Grand Total</strong></td>
<td>$______________</td>
</tr>
</tbody>
</table>
| ITBD (to be billed separately on separate PO) | $______________ Per Hour 1<sup>st</sup> shift  
  $______________ Per Hour 2<sup>nd</sup> shift and weekends |

**Company Name** ________________________________

**Authorized Signature** ___________________________
2. **Normal Hourly Rates:**
List the hourly rate for cleaning services during a normal work shift. These rates shall be used in special situations outside normal contract services and for possible future needs such as new or currently unidentified student usage buildings (i.e. a new residence hall). Rates also to be used to calculate credits in the event of employee absence. The Contractor shall pay the Lead Custodian a minimum of $1.00/hour above the Janitor rate.

1st Shift:
- Janitor Rate $______________ Per Hour
- Lead Custodian: $______________ Per Hour

2nd Shift: Include minimum $.50/hour shift differential premium.
- Janitor Rate $______________ Per Hour
- Lead Custodian: $______________ Per Hour

3rd Shift: Include minimum $.50/hour shift differential premium.
- Janitor Rate $______________ Per Hour
- Lead Custodian: $______________ Per Hour

3. **Overtime, Emergency Services, Weekends, After Hours and Non-Working Holidays:**
- Janitor $______________ Per Hour
- Lead Custodian $______________ Per Hour

**Floating Supervisor** Monthly Price $______________

**Contract Manager** Monthly Price: $______________

*Company Name* __________________________________________

*Authorized Signature* ________________________________
Appendix VIII
ENVIRONMENTAL HEALTH AND SAFETY PROCEDURES AND REQUIREMENTS

The CCSU Office of Environmental Health and Safety (EH&S) remains committed to providing a safe work place environment for its students, faculty, staff and contractors. The following procedures have been put into place for all contractors to follow with all work both routine and emergency. Failure to comply will lead to job stoppage, employee suspension or removal and possible loss of contract work.

A. All workers need to be experienced and OSHA safety trained in their specific job duties or trades.

B. A job hazard analysis must be completed in writing by the contractor utilizing administrative, engineering and personal protective controls.

C. A safety plan must be submitted for approval to the CCSU EH&S, including all Safety Data Sheets along with OSHA 10 and all other document-required trainings, i.e. scaffolds, confined space, lift truck, tow motor, etc.

Barricades, safe work zones, signage, timing of work and other work control methods are required in the safety plan as the protection of the students, staff and faculty and workers is required at all times and is of the utmost importance.

All unsafe work conditions are required to be addressed at once. Near misses and other unsafe events should be documented and reported to the EH&S office at once.

D. A hot work permit must be obtained prior to any hot work. Contact EH&S for written permission.

E. If any work will block or alter a response of Emergency Apparatus, (fire, police or medical) the contractor must gain approval from the CCSU EH&S in advance.

F. Contractor are NOT ALLOWED to tamper or disable any fire detection/protection device without the written permission of the CCSU EH&S. This includes physically covering a device.

G. Contractor must provide to EH&S a list of emergency contact numbers during work and off hours.

H. Contractor assumes responsibility for site safety at all times. If any student or staff enters into a work zone without being signed onto the safety plan or not wearing the correct personal protective equipment, work must be stopped and the situation corrected.

I. Contractor assumes responsibility for securing the site or any hazards upon completion of work both at lunch and end of day.

J. Contractor is required to secure and provide a “CALL BEFORE YOU DIG” permit if digging any holes by mechanical means, and only after an acceptable layout has been done.

K. All contractor injuries must report to the CCSU EH&S within 1 hour of the injury. A written report, photos and method changes will be required before the job re-starts.

L. Contractors doing work on off hours (Monday thru Friday 8:00 am to 4:00 pm) must sign in and out with the university Police Department whenever there is no project manager, CCSU contract administrator or EH&S professional available.

M. The project managers will perform job site inspections daily or as needed with the project contact person.

N. Any changes to work plans or documents require reporting to CCSU EH&S.

O. Unless specifically required for the project at hand, use of campus sidewalks by contractor vehicles is restricted to emergencies only and needs prior approval by EH&S or the University Police. All vehicles on campus sidewalks shall follow these rules of operation:
- Vehicle speed shall not exceed 5 mph
- Vehicle shall turn on flashers and headlights at all times
- Driver and passenger(s) shall wear seatbelts whenever the vehicle is in motion
- Contractor shall provide a ground man for larger vehicles and or while backing up

P. No work by a contractor or sub will start without first contacting the office of Environmental Health and Safety unless it has immediate impact to student/staff safety or is emergency response related. All off hour injuries, near miss, and other incidents require immediate contact even in off hours. CCSU Office of Environmental Health and Safety contact information:
  Karen Misbach     860-832-2499, email: karen.misbach@ccsu.edu
  Terrence Ferrarotti  860-832-2386, email: ferrarottitep@ccsu.edu
  CCSU Police Department     860-832-2375
To all interested parties

November 5, 2009

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 background checks, including social security number verification; federal criminal 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 individuals who have been convicted of violent crimes, crimes against property including vandalism and theft, or who are listed in the Sex Offender Registry.”

SSC Inc of Shelton CT holds the CSUS contract for employment screening services. To maintain quality and consistency it is strongly suggested that contractors use SSC for their background checks. The contact person at SSC is Maribeth DiIullio. Maribeth can be reached at 203-925-6192. At SSC’s discretion background checks may be conducted for states other than Connecticut if the individual’s residence history warrants.

All background checks shall be maintained by the contractor as part of the employee’s records and shall be made available to CCSU immediately upon request.

Note that this shall apply to all new hires from October 1, 2009 forward but may be required for any contractor employee at the request of CCSU.

Sincerely

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

xc: Bachoo, Magnan, Cintorino, Scarlett, Karas
Appendix X – Cost Savings/Value Added Suggestions

CCSU would be very interested in benefiting from your experience with other contracts and accounts of similar size and scope with a goal of saving money and/or increasing efficiencies.

As such CCSU is requesting that you take a critical eye to the service requirements described herein and, based on your industry knowledge and expertise, offer suggestions, alternatives and ideas that may have the potential to save CCSU money without sacrificing the anticipated levels of service.

Provide as much information as possible, including how the change might save money, its benefits and drawbacks, how the change would need to be facilitated, and if possible examples where the change actually did save money.

Include a projected realistic cost savings that may be realized (or that CCSU can realistically expect). Explain how those savings can be attained while maintaining an as-good or better quality of service.

All information provided under this Attachment B will be held as confidential between the bidder and the CCSU RFP Evaluation Committee until such time as it may need to be incorporated into a formal contract, at which point it shall become a matter of public record.

END OF RFP