REQUEST FOR PROPOSAL NO. 2019-07

TO PROVIDE ATHLETIC FIELD MAINTENANCE SERVICES

Section 1. Administrative Overview

1.1 INTRODUCTION
This is a Request for Proposals (RFP) issued by Central Connecticut State University (hereinafter referred to as "University" or "CCSU") seeking proposals from experienced and qualified vendors to furnish comprehensive Athletic Field Maintenance Services at CCSU per the following specifications.

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

1.3 RFP ORGANIZATION
This RFP is organized into the following sections:

- Section 1, Administrative Overview -- Provides Contractors with general information on the objectives of this RFP, procurement schedule, and procurement overview.
- Section 2, Scope of Work -- Provides Contractors with a general description of the University, the tasks to be performed, delineates University and Contractor’s responsibilities, and defines deliverables.
- Section 3, Proposal Requirements -- Describes the required format and content for the Contractor’s proposal.
- Section 4, Evaluation Criteria -- Describes how proposals will be evaluated by CCSU.

Appendix I
References Form

Appendix II
Instruction to Proposers

Appendix III
Proposal Certification

Appendix IV
Required Forms (CHRO Bidder Contract Compliance Monitoring Report, Nondiscrimination Certificate, OPM Ethics Form 1, OPM Ethics Form 5, OPM Ethics Form 6, SEEC Form 11)

Appendix V
RFP Response Check List

Appendix VI
Standard CSU Bid Terms and Conditions

Appendix VII
Contractor Employee Background Check Letter

Appendix VII
CCSU Environmental Health & Safety Procedures
1.4 MANDATORY PRE BID MEETING
A mandatory pre-bid conference and site inspection shall be held on April 10, 2018 at 10:00 AM at East Hall. Late arrivals (10 minutes or more) will not be given credit for attendance nor allowed to participate in the bid process. All bidders are required to attend the pre-bid meeting, to have satisfied themselves as to work conditions, RFP specifications and the requirements of the Agency.

1.5 SUBMISSION OF QUESTIONS
Contractors may submit questions via email to brodeur@ccsu.edu. The deadline for submission of questions is 4:30 p.m., on April 17, 2018. Any questions and their answers shall be published as an addendum. See section 1.8

1.6 SUBMISSION OF PROPOSALS
Contractors shall submit a clearly marked original plus one complete copy of their proposal electronically on CD or flash/thumb drive.

Proposals shall be received by the CCSU Purchasing Department no later than 3:00 p.m. E.S.T., on April 24, 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 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 this date and time shall be rejected.

The outside cover of the package containing the proposal shall be marked:
RFP 2019-07 Athletic Field Maintenance Services, submitted by (Name of Contractor)

Any RFP proposal received after the date and time stated above will not be considered and will be returned to the vendor unopened. Faxed or Emailed proposals will not be accepted at any time!!

1.7 FORMATION OF AGREEMENT
The response to this RFP will be considered an offer to contract. At its option, the University may take one of the following actions in order to form an agreement between the University and the selected respondent:

Accept a proposal as written by issuing a written “Notice of Award” to the selected respondent(s) which refer to this RFP and accepts the proposal as submitted; or

Enter into negotiations with one or more respondents in an effort to reach a mutually satisfactory agreement that will be executed by both parties and will be based on this RFP, the proposal submitted by the selected respondent and the negotiations concerning these.

Because the University may use the alternative described in above, each respondent should include in his or her written proposal all requirements, terms or conditions it may have, and should not assume an opportunity will exist to add such matters after the proposal has been submitted.
The University reserves the right to award a contract not based solely on the firm with the lowest cost/rates, but 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.

1.8 ADDENDA TO THIS RFP
CCSU may need to issue one or more addenda related to this RFP. Such addenda shall be added to the original RFP document and posted on the CCSU Current Bids website - (http://www.ccsu.edu/purchasing/currentBids.html).

It shall be the responsibility of prospective contractors and other interested parties to familiarize themselves with the web site and visit it regularly during the RFP process for updated information or addenda related to this RFP.

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

1.9 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 Contractor shall be disqualified and the proposal automatically rejected 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 reserving the right to accept or reject award, or to enter into a contract pursuant to an award, or provisions contrary to those required in the solicitation.
- The Contractor is debarred or suspended.

1.10 RIGHT TO WITHHOLD AWARDING OF CONTRACT
Contractors are advised that CCSU reserves the right not to make award of this contract.

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 CONTRACT
All provisions of this Request for Proposal and the successful proposal, as mutually agreed upon by subsequent negotiation, provide the specifications for, and obligations of both parties to be executed by any duly authorized representative(s). This Request for Proposal and the successful proposal will constitute the fundamental outline of the awarded contract.
For a draft copy of the contract CCSU intends to use for a template as a result of this RFQ, see Attachment A. This is being provided as an “FYI” only. The draft contract does NOT need to be completed or returned.

1.13 TERM OF CONTRACT
The term of the resulting award shall be for three (3) years from date of signed and finalized contract. CCSU reserves the right to extend the award for one (1) additional two-year period, or parts thereof, with the mutual consent of the contractor.

1.14 PRICE SCHEDULE
All fees and costs quoted herein shall remain firm for the entire contract term. If applicable to and during the term of this Contract, the Price Schedule will be adjusted to reflect any increase in the minimum standard wage rate that may occur, as mandated by state law. The Price Schedule will not be adjusted until the Contractor provides documentation substantiating the increase in minimum wage rate. LABOR cost increases will be allowed and approved ONLY in the manner described above. Such increases shall not be applied to peripheral costs (materials, overhead, etc).

1.15 COST MODIFICATIONS
The parties may agree to a reduction in the cost of the Contract at any time during which the Contract is in effect. Without intending to impose a limitation on the nature of the reduction, the reduction may be to hourly, staffing or unit costs, the total cost of the Contract or the reduction may take such other form as CCSU deems to be necessary or appropriate.

1.16 CONTRACT EXCLUSIVITY
Note that the award made under this RFP will not be an exclusive contract. Additional related requirements, such as may be called for in a construction or renovation project, will be exempted from this contract. The Agency reserves the right to perform work in connection with this contract with its own forces and/or other contractors related to the contract in whichever manner is deemed to be in the best interest of CCSU.

1.17 RFP TERMS AND CONDITIONS
The terms and conditions should be reviewed carefully to ensure full responsiveness to the RFP. The failure of any respondent to receive or examine any contract, document, form, addenda or to acquaint itself with conditions thereexisting, 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.

1.18 ADVERTISING
In submitting a proposal, the Vendor 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.

1.19 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.

1.20 SMALL BUSINESS SET ASIDE REQUIREMENTS
This RFP and any subsequent purchase order(s) is reserved as a “set-aside” transaction reserved for participation by only Connecticut DAS-certified small (SBE) and minority-owned (MBE) businesses as outlined in Connecticut General
Statutes 4a-60g through 4a-60j. Vendors bidding must include a copy of their current SBE/MBE certificate as issued by the State of Connecticut Department of Administrative Services, in order to be considered for award.

The awarded contractor must retain current certification in order to remain on the contract. Allowing certification to expire will be grounds for termination of the contract.

1.21 SAFETY
The Contractor is reminded that all work will be carried out on a busy university campus. Safety is of utmost importance. The Contractor shall conduct all operations in a safe manner and shall comply with all pertinent local, state and federal safety regulations and with whatever requirements deemed necessary by the Agency Representative, by CCSU Public Safety or by CCSU Fire Safety to protect the health, safety and well-being of the university community. Safety precautions must be taken at all times to prevent the possibility of injury to pedestrians.

1.22 ES&H/OSHA
Contractor is expected to understand and follow all CCSU Environmental, Safety and Hygiene policies. At a minimum, the contractor and all of its employees are expected to wear safety shoes and safety glasses at all times within the work area. Hard hats must be worn when overhead work is in progress. Dust masks must be worn during any type of dusty work. The contractor is expected to meet with the CCSU ES&H Department prior to commencing work or as required by the CCSU ES&H Department. Failure to follow CCSU ES&H guidelines and policies will result in work being stopped until conditions are rectified. Any increase in the cost of or delay in the Project incurred by the failure of the Contractor to insure compliance in this area shall be borne by the Contractor. See Appendix IX.

1.23 ENVIRONMENTAL SUSTAINABILITY
The contractor shall be responsible for disposing of his own regulated materials and all replaced parts, supplies, debris etc in accordance with all applicable federal, state and local laws. Where possible, contractor shall promote recycling, and properly label and containerize all electronics, lights, batteries and other items, in order to promote CCSU’s Environmental Sustainability initiative and conform with the Universal waste regulations.

1.24 RECYCLED MATERIALS
The University and the State of Connecticut has a commitment to encourage the purchase and use of recycled and recyclable materials whenever technically or economically feasible or required by law. Proposers are encouraged to use recycled or recyclable supplies.

1.25 STANDARD WAGE RATES
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

Pursuant to Public Act 09-183 any grounds maintenance laborer, including lawn mowers, hired prior to July 1, 2009 shall be classified as a janitor.

Pursuant to Public Act 09-183, any grounds maintenance laborer, including lawn mowers, hired after July 1, 2009 shall be classified as a light cleaner.

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

Section 2. Scope of Work

Contractor agrees to provide all labor, materials, equipment and supplies to provide Athletic Field Maintenance Services at CCSU in accordance with the following specifications.

Service includes, but is not limited to, furnishing all labor, materials and equipment required to provide a complete program for the following fields and their immediate surrounds located at CCSU.
Arute Football Stadium Field (Synthetic Field)
Varsity Baseball Field (Synthetic Field)
Varsity Softball Field (Synthetic Field)
Varsity Soccer Field (Synthetic Field)
Fringe Areas (Grass)
Athletic Field/Barbour Road (Grass) Note: Duties and responsibilities listed for Athletic Field/Barbour Road shall extend the “track side grass field” as well as to the other side of the pavement (side nearest Ella Grasso Blvd.).

PART 1 – GENERAL

2.1 CONTRACTOR RESPONSIBILITIES:

A. Supervisor: The Contractor is to have a supervisor on site whenever work is being carried out to oversee daily activities. The working supervisor shall be available during all working hours to oversee performance of all obligations under this contract. A supervisor with at least 3 years’ experience in maintaining athletic fields or golf course turf at a supervisory level is preferred. The supervisor should have at minimum an associate’s degree in turf management and shall possess a custom grounds pesticide license from the Connecticut Department of Environmental Protection.

B. Work Schedule: The work schedule for the fields is to be coordinated and approved by CCSU and will fall within the following time line: The time period for overall maintenance shall fall between March 15 and November 15 of each year of the contract. Renovations to the Soccer Field shall occur between May 15 and August 1 before the playing season. CCSU reserves the right to call back Contractor for post season work.

C. Record Keeping: All daily, weekly and seasonal tasks will be documented in writing and provided to CCSU including fertilizer and pesticide records.

D. Maintenance Plan: Any changes to the maintenance plan as to methods and material are to be made only after consultation with and approval by CCSU.

E. Field Measurements: The area of the fields will be provided by CCSU at the pre-bid meeting. The Contractor is responsible for measuring and providing this information to CCSU as part of the bid. The Contractor shall provide measurements in both acres and square feet for each field to CCSU Representative.

F. Supplies: The Contractor will supply supplies such as infield mix, pitcher’s mound clay, top-dressing sand, topsoil, seed, limestone, fertilizer materials, pesticides and field marking paints. Agency shall have the right and be provided the opportunity to approve all supplies prior to any and all applications.

G. Chemical Controls: The Contractor is to list chemicals that will be used for the field maintenance that are not listed in the specification with pricing per acre for those chemicals. Approval by CCSU of those chemicals is required prior to their use.

H. Equipment: The contractor is to list the make and model of all equipment to be used in maintaining the fields, along with proof of ownership of said equipment, to be submitted with the bid.

I. Employee Identification Badges: Agency will provide picture ID badges. Employees shall wear the ID badges at all times while performing service under this contract.

J. Uniforms: The Contractor shall provide uniform shirts and tee shirts with the company logo. Contractor’s employees shall wear the uniform at all time when performing services under the contract.

K. Organizational Chart: The Contractor shall submit an organization chart showing the structure of the management team from on-site supervisor up to the local division manager or person ultimately responsible for the performance of this contract.
L. Site Inspections with CCSU Representative: CCSU Agency Representative reserves the right to request site inspections and/or meetings with the supervisor at any time during this contract. These site inspections and meetings may be sporadic and may become regular if quality of work requires such.

M. Daily Inspection: The Contractor’s working supervisor must inspect all job sites continuously throughout the day to ascertain that all personnel are performing in accordance with the specifications of the contract. The working supervisor shall also certify in writing that each area is maintained in accordance with the provisions of the contract. CCSU reserves the right to revise the checklist and make necessary changes as required.

N. Record Keeping: The Contractor shall supply competent and thoroughly trained supervisor to check, inspect and maintain records of all work performed. The supervisor shall possess and demonstrate a thorough knowledge and understanding of the designated work assignments, of the tools and equipment employed in the execution of the contract, and of the rules, regulations and standards of the University. The Contractor shall maintain a binder with all MSDS sheets on all the chemicals being used in this contract. The MSDS binder shall remain in CCSU Representative’s office at all times. The Contractor shall make its books and records available for inspection by the Agency or its authorized agent upon request.

O. Work Hours: CCSU may restrict the Contractor’s work hours to avoid interference with normal university operations. The Contractor shall cooperate with CCSU in scheduling and performing work in accordance with CCSU’s requirements.

P. Coordination with Other Projects: CCSU reserves the right to perform work in connection with the project with its own forces or other contractors relating to the project or on adjoining sites. In such cases, the Contractor shall afford the other contractor(s) reasonable opportunity for storage of materials and equipment and for the installation of their work.

Q. Disputes: Contractors working in the same vicinity shall cooperate with one another and, in case of dispute, comply with the decision of CCSU Representative concerning resolution of the dispute.

2.2 QUALITY ASSURANCE:

A. Industry Reference Standards


3. State of Connecticut department of Agriculture:


4. American Association for Laboratory Accreditation

B. Vendors Qualifications: The engaged firm must be able to provide evidence to document experience in maintaining natural and synthetic athletic fields and shall provide the names and references of NCAA D1 sports complexes maintained within the last three years with the bid documents.

C. Requirements of Regulatory Agencies:

1. Comply with the requirements of State department of Environmental Protection, Hazardous Materials; Section 22A-54 of the Connecticut General Statutes
2. State Department of Agriculture
   
a. Commercial Fertilizer Law.
b. Agriculture and Vegetable seed Law.

D. Source Quality Control: Producers tests for purity and germination of seed dated within nine months of sowing.

2.3 SUBMITTALS:

A. Manufacturers Product data: Specifications and Instructions: Submit material specifications and installation instructions where applicable as required in Division 1 attesting that the following materials meet the requirements specified:

1. Fertilizer
2. Seed
3. Lime
4. Herbicides
5. Pesticides
6. Fungicides

B. Test Reports (for Athletic Field/Barbour Road):

1. Certified Laboratory Test Reports: Submit certified copies of the reports of all tests listed below for the following materials. Certified test reports shall be submitted within 30 days after test. Tests indicating the modification of a material, such as topsoil, shall be submitted and accepted by the Agency prior to beginning of the modification.

   a. Topsoil:
      1) Test each field separately in the month of September.
      2) The contractor shall furnish a report showing the soil particle size, textural classification and organic matter content of the Topsoil from a laboratory certified by the American Association for Laboratory Accreditation.
      3) A topsoil sample is also to be sent to the Soil Testing Laboratory at the University of Connecticut to determine soil pH and soil available nutrients. A report shall be submitted to the Agency that includes a recommendation for the amount of agricultural limestone required to correct soil acidity of the Topsoil as well the type and quantity of recommended additives to correct chemical deficiencies.
      4) Both soil tests are to be submitted to and approved by the Agency prior to use on the fields.

   b. Top-dressing sand: Test relative to particle size and type.
      1) The contractor shall furnish to the Agency a report showing the soil particle size and type from a laboratory certified by the American Association for Laboratory Accreditation.

C. Certificates:

1. The Agency shall be furnished with duplicate signed copies of a statement from the vendor certifying that each container of seed delivered is labeled in accordance with The Connecticut State Department of Agriculture and Vegetable Seed Law.

2. The Agency shall be furnished with duplicate signed copies of a statement from the topsoil supplier certifying that the borrow topsoil is in compliance with the approved tests.
D. Usage Verification: Upon Agency request, contractor shall furnish product labels and verification of the quantities of materials used in performance of the work specified herein. Materials would include:

1. Fertilizer
2. Seed
3. Lime
4. Pesticides
5. Herbicides
6. Fungicides
7. Field marking paints

E. Unit Prices: Provide Unit Prices for the work of this Section.

F. Submittals Schedule:

1. Prior to installation:
   a. Manufacturers Product Data
   b. Test Reports
   c. Seed and Sod Certificates
   d. Unit Prices
2. During Installation: Usage verification
3. Following Installation: Usage Verification

2.4 JOB CONDITIONS:

A. Existing Conditions: All work that the work of this section is contingent upon shall be examined and any deficiencies shall be reported to the Agency. Commencement of work will be construed to mean complete acceptance of the preparatory work. No adjustment will be made for discrepancies brought to the attention of the Agency's Representative after work has begun.

PART 2 – PRODUCTS

2.5 GENERAL MATERIALS REQUIREMENTS;

A. Topsoil:

1. Materials; The Topsoil Borrow for use on the fields is to be a sandy loam containing between a 4 to 7% organic matter content and is to be screened so that it contains no stones over one half (1/2) inch in diameter. The topsoil is to be free of clods, vegetative matter such as sods and woods, containments that affect plant growth and all other foreign materials (concrete, tar residues, glass, etc.). The topsoil is to be taken from the a or Ap horizon of a naturally occurring soil and not compounded by intentional mixing of component soils. The Topsoil will not be handled or moved when excessively wet or in a frozen condition.

B. Soil Conditioners: The following soil conditioners shall be used singly or in combination as required to meet the specific requirements for topsoil.

1. Ground Limestone: provide dolomitic limestone as defined in ASTM C-51-81. The material must comply with the following gradation:
Square Mesh Sieves  Percent Passing By Weight

<table>
<thead>
<tr>
<th>Pass #</th>
<th>Percent Passing</th>
</tr>
</thead>
<tbody>
<tr>
<td>#10</td>
<td>100</td>
</tr>
<tr>
<td>#20</td>
<td>90</td>
</tr>
<tr>
<td>#100</td>
<td>40</td>
</tr>
</tbody>
</table>

The minimum total carbonate content shall be 85%  

2. Fertilizer:  

   a. Percentage by weight of nitrogen and phosphoric acid and potash shall be determined by the soil analysis. Provide commercial grade with a minimum of 50 percent of nitrogen being derived from organic sources and meeting the requirements of the Connecticut Commercial Fertilizer Law.  

   b. Maintenance fertilizer shall be as specified in Part 3 – Execution.  

C. Water: Shall be from a source designated by the Agency.  

D. Top dressing Sand  

<table>
<thead>
<tr>
<th>Range By Weight</th>
<th>Particle Diam.(mm)</th>
<th>Allowable</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fine Gravel</td>
<td>2.00-3.40 mm</td>
<td>3% will be fine gravel</td>
</tr>
<tr>
<td>Very Coarse sand</td>
<td>1.00-2.00 mm</td>
<td>Min. 60% of the particles in this range</td>
</tr>
<tr>
<td>Coarse sand</td>
<td>.50-.100 mm</td>
<td></td>
</tr>
<tr>
<td>Medium sand</td>
<td>.25-.50 mm</td>
<td>20% maximum</td>
</tr>
<tr>
<td>Fine Sand</td>
<td>.15-.25 mm</td>
<td>5%</td>
</tr>
<tr>
<td>*Very Fine Sand</td>
<td>.05-.15 mm</td>
<td>5%-10%</td>
</tr>
<tr>
<td>*Silt</td>
<td>.002-.05</td>
<td>3%-10%</td>
</tr>
<tr>
<td>*Clay</td>
<td>Less than .002</td>
<td></td>
</tr>
</tbody>
</table>

*Total particles in this range shall not exceed 10%  

The top dressing sand is to be submitted to a laboratory accredited by the American Association for Laboratory Accreditation for particle size analysis, with the results submitted to the Agency for approval prior to its use on the fields. Proposed sand source shall be included with bid documents.  

E. Chemical Preventatives and Controls:  

1. Immediately prior to the application of preventatives and controls, the Contractor shall determine whether each of the items is permitted in the State of Connecticut. Substitutions must be accepted by the Agency’s Representative.  

2. The chemical preventatives and controls shall be commercial material for agriculture use accepted by the Agency’s Representative.  

3. The chemical preventatives and controls shall be applied at the label rate for the target weed or pest.  

4. Crab Grass Control:  

   a. Provide siduron (Tupersan) for pre-emergence control after field renovation and overseeding.  

   b. Provide dithiopyr (Dimension) for pre-emergence crabgrass control after field aerification.  

   c. Provide fenoxaprop (Aclaim) for post-emergence crabgrass control.
5. Annual Bluegrass Control: Provide ethofumesate.
6. Yellow Nutsedge Control: Provide halosulfuron (Manage)
7. Broadleaf Weed Control: Provide a combination control consisting of 2, 4-D, MCPP and dicamba or a combination of triclopyr and clopyralid.
8. Clover Control: Provide a combination of triclopyr and clopyralid.
9. Lawn Insect Control: Provide imidacloprid or trichlorfon.

F. Seed Requirements and Analysis:
1. Shall conform to the requirements of the Connecticut Agriculture and Vegetable Seed Law where applicable.
2. The containers shall be delivered to the site unopened and with all labels attached.
3. Composition shall conform to the requirements in the table unless topsoil analysis dictates otherwise. Any change must be accepted by the Agency’s Representative.
4. Seed shall be current year’s seed and be 100% free of noxious weeds, poa annua, and bent grasses.

<table>
<thead>
<tr>
<th>Species and Cultivars</th>
<th>%</th>
<th>Min. %</th>
<th>Min. %</th>
</tr>
</thead>
<tbody>
<tr>
<td>*Cutter perennial ryegrass</td>
<td>35</td>
<td>97</td>
<td>90</td>
</tr>
<tr>
<td>*Elf perennial ryegrass</td>
<td>35</td>
<td>97</td>
<td>90</td>
</tr>
<tr>
<td>Touchdown Kentucky bluegrass</td>
<td>15</td>
<td>98</td>
<td>80</td>
</tr>
<tr>
<td>America Kentucky bluegrass</td>
<td>15</td>
<td>98</td>
<td>80</td>
</tr>
<tr>
<td>* High endophyte</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

2.6 Product, Delivery, Storage and Handling

A. Delivery:
1. Submit material delivery schedule in advance of the delivery so that material may be inspected upon arrival at the job site. Remove rejected material from the site immediately.
2. During delivery protect all materials from damage from the elements and neglect or abuse.
3. Deliver all materials to the site in their original, unopened containers bearing the manufacturer’s analysis, name, trade name or trade mark and indication of conformance to State and Federal laws as required.

B. Storage: Provide dry storage for fertilizers, seed, herbicides and pesticides, and all other amendments in such a manner as to prevent damage or inclusion of foreign materials.
C. Handling: Avoid damaging materials being moved from the storage area to the maintenance site. Do not drop or dump materials from vehicles. Damaged materials will be rejected and shall be removed from the site immediately.

**PART 3 - EXECUTION**

2.7 Fertilization, Soil Testing & Liming:

A. Fertilization: Apply the fertilizer grades to the Athletic Field/Barbour Road Field according to the schedule below; the exact dates down are a guide. The date of application may vary within several days of the scheduled day. Additional fertilizer that may be requested by the Agency will be based on unit pricing.

<table>
<thead>
<tr>
<th>Month/Day</th>
<th>Fertilizer Grade</th>
<th>Rate (Pounds/Acre)</th>
</tr>
</thead>
<tbody>
<tr>
<td>April 20</td>
<td>7-7-7 7% Fe &amp; 7%Ca</td>
<td>435</td>
</tr>
<tr>
<td>June 1</td>
<td>16-4-8 3% Fe &amp; 8% Ca</td>
<td>272</td>
</tr>
<tr>
<td>August 1</td>
<td>16-4-8 3% Fe &amp; 8% Ca</td>
<td>272</td>
</tr>
<tr>
<td>September 15</td>
<td>7-7-7 7% Fe &amp; 7%Ca</td>
<td>435</td>
</tr>
</tbody>
</table>

All fertilizer is to be an organic based bridge product containing more than 50% organics by weight, more than 50% of nutrients derived from natural or organic products and glycol protein elicitors (signaling molecules) that target beneficial fungi.

B. Soil Testing: Soil samples from Athletic Field/Barbour Road are to be taken in September and sent to a certified soil-testing laboratory to determine soil pH and soil available phosphorus and potassium. The cost of any limestone or additional fertilizer phosphorus and potassium recommended from the soil test results and their application will be provided to the Agency’s Representative and approved by the Agency before treatment.

C. Liming: Apply dolomitic limestone to the fields if required based on soil test results from September soil tests. Limestone applications will be made in late fall after playing season is completed. Treatment must be approved by the Agency prior to treatment.

2.8 Mowing/Trimming:

A. Mower and Settings: Athletic Field/Barbour Road and all fringe areas are to be mowed with self-contained triplex gang reel mowers set to mow at 1 ½ inch cutting height (bench setting). Any changes to the mowing height will be at the discretion of the Agency and the changes carried out by the Contractor upon notification. The clip of the reel on the mowing units must closely match the mowing height and this information supplied to the University. The reel blades and bed knives are to be kept sharp and evenly matched to provide a clean cut. The ground speed of the mower while moving is not to exceed the speed recommended by the manufacturer.

B. Mowing Schedule: Mowing will be done at three to five-day intervals between May 1 and September 30. Mowing will be done at seven-day intervals in the month of April and in October and November until there is a cessation of growth.

C. Mowing Pattern: Mowing patterns will be changed with successive mowings so that at least 4 mowing patterns are used on the fields.

D. Clippings: Grass clippings are to be returned to the turf unless objectionable clumps are left on the surface, which may cause injury to the turf. Then clippings are to be removed from the field and University property.

E. Clean Up: Blow gravel and debris from all walkways
2.9 Dethatching and Aerification:

A. Dethatching Fields:
   
   1. Dethatching of Athletic Field/Barbour Road and fringe areas will be carried out at the request of the Agency using equipment constructed for that purpose. Material brought to the surface is to be swept up and removed from the playing surface immediately.

B. Aerification:
   
   1. Core aerify Athletic Field/Barbour Road and fringe areas with a tractor mounted, pto driven, cam type core aeration machine equipped with ¾ inch side eject tines spaced on no more than 3 to 3 1/2 inch centers, and a minimum coring depth of 3 inches. Pulverize the soil cores brought to surface and drag field with steel mat or other suitable means to work soil into turf. Sweep field to remove remaining tufts.
      
      a. Core aerify once in the spring when the season ends (approximately mid-May) and again prior to the start of the playing season in early September. Coordinate so that the September aerification follows dethatching. Provide a unit price per service.

   2. Linear aerify Athletic Field/Barbour Road and fringe areas in early August to the depth of the root zone with a tractor mounted, pto driven linear type aerifier. The aerifier should make a continuous slit 10 inches on center and have a minimum depth of 10 inches. The aerifier must provide a quaking action, leave minimum surface disruption and not lift the turf.

2.10 Renovation, Top-Dressing and Overseeding:

A. Renovate the Athletic Field/Barbour Road area immediately following the spring season or at a schedule provided by the Agency using the following method.
   
   1. Broadcast the specified perennial ryegrass/Kentucky bluegrass seed mixture at the rate of 100 pounds per acre.

   2. Core aerify 2 times over field with the core aerifier specified in Aerification

   3. Broadcast the specified perennial ryegrass/Kentucky bluegrass seed mixture at the rate of 100 pounds per acre over the core aerified field prior to breaking up the soil cores.

   4. Topdress with the specified sand top dressing material at the rate of ¾ cubic yards per 1000 sq. ft, using a spreader designed for top dressing turf areas.

   5. Pulverize the soil cores and work the sand top dressing mixed with the pulverized soil cores into the turf using a steel mat.

   6. Sow the specified perennial ryegrass/Kentucky bluegrass seed mixture at the rate of 60 pounds per acre using a slit seeder

   7. Fertilize field with 18-46-0 at the rate of 148 pounds per acre

   8. Treat spring seeding with Siduron at recommended rates for crabgrass control.
Sand sample is to be submitted to a laboratory accredited by the American Association for Laboratory Accreditation for particle size analysis, with the analysis provided to the Agency for approval prior to its use on the fields. Proposed sand source shall be included with bid documents.

2.11 Field Rolling:
A. Athletic Field/Barbour Road and fringe areas will be rolled after the above renovation. Fields will be rolled on occasion at the request of the University. Roll with a roller designed for sports surfaces. The roller should have a width of 8 feet or greater. Roll only when there is not excess soil moisture. Provide a unit price per rolling.

2.12 Post Game Maintenance:
A. Depressions from foot traffic are to be lifted and divots replaced weekly. Divots should be removed and the divots replaced with soil to smooth the surface. Mix in seed with the soil used to fill in the divots. Spot overseed with a certified perennial ryegrass seed blend at a rate of 5 lb. /100 sq. ft. into bare or worn areas.

2.13 Field Undulations and Depressions:
A. Remove undulation and depressions that may occur by removing the existing sod and filling with topsoil. Level to surrounding grade. Replace with new sod comprised of a Kentucky bluegrass blend of two or more cultivars. Tamp the sod to ensure contact with the soil beneath. The areas that sod is to be removed and regraded will be designated by the University. Provide unit price per hour.

2.14 Weed, Insect and Disease Control:
The Contractor is to monitor for weeds, diseases and insects every two weeks and report ingress of weeds and occurrences of disease and insects to the Agency. The Contractor is to submit the type of scouting report form they use to record pests as part of the bid process.

Spray Athletic Field/Barbour Road and other lawn areas with products listed below using a boom sprayer capable of spraying in winds up to 14 mph without drifting. Granular products are not acceptable.

A. Crabgrass
   1. Apply dithiopry (Dimension) for pre-emergence crabgrass control in mid-May after aerification. Follow manufacturers recommended rates.
   2. Post-emergence Crabgrass Control: This treatment will only be done if considered necessary by the Agency. Treatment will be done utilizing fenoxaprop (Acclaim) following manufacturers recommended rates.

B. Annual Bluegrass
   1. Treat the field with ethofumesate to reduce the annual bluegrass populations beginning with a treatment in mid-October, with a follow up treatment applied 28-30 days later. Apply a third treatment the following spring, the time of treatment to be scheduled by the Agency.

C. Yellow Nutsedge: Treat for yellow nutsedge with halosulfuron (Manage), if necessary and with the approval of the Agency.

D. Broadleaf Weed Control: Treatments for broadleaf weeds will be done if necessary, with the approval or request of the Agency. A combination of 2, 4-D, MCPP and dicamba or triclopyr and clopyralid shall be used.
E. Insect and Disease Control: The Contractor is to monitor for disease and insects and report occurrences to the Agency. The Contractor shall supply a list of chemicals and MSDS sheets that are to be used to the Agency’s Representative.

F. Total Vegetative Control: Vegetation along the fence lines, gravel areas, under bleachers and guard rails and in the rock area on the sides of the press box football bleachers will be controlled by complete plant kill using glyphosphate (Roundup). Distance to be killed from the fence line will be set by the Agency.

2.15 Irrigation System:

A. Daily operation and maintenance of the irrigation system is the responsibility of the Contractor. The Contractor shall maintain the system as required to keep it in peak operating condition.

B. The Agency will schedule turning the system on in the spring and winterizing in the fall.

C. The Contractor shall apprise the Agency of the condition of the system and its adequacy for the job.

D. The Contractor shall monitor water use and provide a weekly report to the Agency on the cubic feet of water used.

2.16 Artificial Surfaces:

A. Artificial surfaces include all synthetic fields as well as any tracks around the fields. The surfaces will be brushed at the request of the agency using a duplex brush system designed for infill artificial fields. The brush system must lift the field’s fibers and level the infill material in a single pass. The front brush must oscillate at a 90 degree angle to the direction of travel of the tractor followed by a fixed brush.

B. The surface will be swept and vacuumed following each playing season and at the request of the agency. The sweeper must be equipped with a perforated hopper that permits infill material to fall to the surface while retaining debris as well as a filtration system that captures fine particulates like airborne dust, soot, air pollutants and other fine materials. The equipment shall include a magnet to pick up and remove metal debris. This machine must be approved by the surface manufacturer prior to its use.

C. Vacuum debris from the track surface weekly during track season and monthly during the off season.

D. Surface must be inspected daily for trash and other debris, blood, gum and other stains and removed from the surface, cleaned and disinfected if needed, immediately.

E. Blow debris off playing surfaces using a turbine style blower prior to each home event and as requested by the Agency.

F. Tears or loose seams are to be repaired immediately by someone familiar with repairing synthetic fields. Contractor shall be available and able to make emergency repairs within 24 hours of notification by CCSU personnel.

G. Baseball Field/Pitcher’s Mound and Bullpen Areas: Remove mound clay that has migrated onto turf and replace infill material following each playing season and as requested by the Agency.

H. Field Undulations: Remove infill and synthetic mat from around any undulations and depressions that may occur and fill with base material. Level to surrounding grade. Repair synthetic mat by sewing and/or gluing and replace infill material. The areas that are to be repaired will be designated by the University.
I. **Snow Removal:** At the request of the Agency snow is to be removed from all the fields prior to the start of the spring athletic season using equipment that will not damage the surface. Any displaced infill material or other damage must be repaired to the Agency's satisfaction by the Contractor at his own expense.

2.17 **Field Marking:**

A. **Arute Field:** Paint lines and logos on field using an airless sprayer designed for marking athletic fields and paint manufactured for artificial surfaces at the request of the Agency. Aerosol paint is not acceptable. Provide a unit price with bid.

1. **Women’s Lacrosse and Soccer (NEC logo):** Layout and paint field per NCAA specifications once per year. Touch up lines as needed.

2. **Football:** Paint markings required by NCAA rules that are not sewn in prior to the beginning of fall football camp as directed by the University.

3. **Upon request Contractor shall paint soccer field dimensions on the Football Field**

4. **Athletic Field/Barbour Rd:** layout and paint field per NCAA specifications for track specified events. Touch up lines as needed.

2.18 **SPRING CLEAN UP** - Prior to April 30th and/or as coordinated with CCSU Agency Representative, the contractor shall provide all labor and equipment to remove all leaves, debris, and other material that has been deposited during the winter. Removal will be in all areas including, but not limited to under bleachers and in the fringe areas. The disposal of leaves/debris off site is the responsibility of the Contractor.

2.19 **FALL CLEAN UP** – Prior to October 15th and/or as coordinated with CCSU Agency Representative, the contractor shall provide all labor and equipment to rake, gather and remove all leaves and debris that has accumulated during the fall season. Removal will be in all areas including, but not limited to under bleachers and in the fringe areas. The disposal of leaves/debris off site is the responsibility of the Contractor.

2.20 **EMPLOYEE QUALIFICATIONS**

A. **Contractor shall employ only those individuals who possess a command of the English language sufficient to permit dialogue with Agency personnel.** This minimum language competency is essential to permit discussion of Agency concerns and requirements and to understand the proper instructions in all situations.

B. **All employees and agents of the Contractor shall be subject to the jurisdiction of the representative while performing services on Agency Property.** Each employee must comply with the "Standards of Conduct" applicable to all employees of Central Connecticut State University, the standards of which standards are listed below. The Agency reserves the right to dismiss any employee of the Contractor who violates these standards of conduct or who exhibits other conduct deemed inappropriate by the Agency.

C. **Employee ID Badges:** Agency will provide pictured ID badges. Employees must and shall wear ID badges at all times while performing services under this contract.

D. **Employee Discharge:** The Agency may, at its discretion, recommend discharge of any employee of the Contractor found to be in violation of these standards, or in violation of other standards adopted by the Agency from time to time, as required, to protect the health, safety and welfare of the University community.
E. 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 also provide proper additional training for those employees who exhibit poor understanding or implementation of proper procedures.

F. See Appendix VIII Contractor Employee Background Check Letter

2.21 EMPLOYEE STANDARDS OF CONDUCT

A. Standards: The Agency has developed specific standards of conduct deemed necessary 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. In accordance with those standards, the following items are strictly prohibited:

1. Use or possession of drugs or alcohol;
2. Possession of firearms or other weapons;
3. Smoking in Agency buildings;
4. Harassment (sexual, racial or otherwise) or intimidation of any member of the University community;
5. Violation of applicable traffic or public safety regulations or of Agency rules and procedures;
6. Unauthorized use of Agency vehicles, equipment or property;
7. Use of University telephones for personal business;
8. Removal or theft of University property;
9. Unauthorized duplication or possession of University keys;
10. Transfer of personal identification card or of parking pass to unauthorized personnel;
11. Conduct or behavior that endangers the health, safety and welfare of any member of the public or of the University community;
12. Interference with the work of other employees;
13. Work attire other than the specified uniform;
14. Loud, vulgar behavior or the use of profanity.

B. Violation of Standards/Employee Discharge: The Agency may, at its discretion, recommend discharge of any employee of the Contractor found to be in violation of these standards, or in violation of other standards adopted by the Agency from time to time, as required, to protect the health, safety and welfare of the University community.
3.1 RESPONSE REQUIREMENTS

Each proposal must include a table of contents with page numbers for each of the required components of the proposal. All proposals must include a point-by-point response to this RFP. Each response must be cross-referenced to the corresponding numbered item in this RFP and described in as much detail as possible. 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. Proposals that do not substantially conform to the contents of the bid request, consequently altering the basis for proposal comparison, may be disregarded and considered as unresponsive.

3.2 SPECIFICATIONS

The specifications in Section 3.2 must be responded to on a point by point basis so the University can evaluate how the proposer plans to meet these requirements. Vendors must use the RFP numbering scheme in their response to allow for efficient evaluation.

The following are to be included in your response.

a. CCSU is a Division 1 school. Explain your experience in maintaining college athletic fields in a Division 1 environment.

b. Provide a copy of your current SBE/MBE certificate as issued by the State of Connecticut Department of Administrative Services’ Supplier Diversity program.

c. Provide detailed information on the supervisor to be assigned to the CCSU account. Include name, length of time with direct experience in maintaining athletic fields or golf course turf at a supervisory level, copies of any pertinent degrees in turf management, custom grounds pesticide license from the Connecticut Department of Environmental Protection and any other related documentation that demonstrates capabilities in this area of work.

d. Submit an organizational chart showing the structure of the management team from on-site supervision staff up to the local division manager or person ultimately responsible for the performance of this contract. Include information on “inside” or office staff who would oversee invoicing, payroll and other paperwork matters.

e. Provide complete list of all equipment, including make and model, to be used in maintaining the fields, along with proof of ownership of said equipment. Specific interest shall be in artificial turf equipment and field snow removal equipment.

f. Verify via copies of service records that equipment has been maintained and is in good working order and adheres to all OSHA, DMV, DOT and manufacturer's recommended specifications.

g. Explain how your company would absorb an account the size of CCSU and provide the quality level of service CCSU would expect without sacrificing service to your existing accounts.

h. CCSU is committed to President Miller’s initiative on sustainability. Describe your company’s sustainability/green policy or initiatives in this area (i.e. “no idling” policy for trucks).

i. Regarding proving a vehicle for single stream recycling (Sec 2.04A.4) indicate if your company has the equipment and capabilities to perform this “in-house” or if you will need to subcontract this function, and if so name the anticipated subcontractor you would use.

j. Completed Bidders Qualification and General Information pages (pages 19 and 20)

k. Completed Price Schedules (pages 21 and 23)

l. Completed References page (Appendix I)
STATEMENT OF BIDDER'S QUALIFICATIONS for RFQ 2019-07

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

Name: ____________________________________________________________

Business Address: ____________________________________________________

____________________________________________________________________

How many years has your company been in business under its present name?

____________________________________________________________________

How many years has your firm been performing the specific type of work involved in this present contract?

____________________________________________________________________

List any relevant Certifications, Licenses, Registrations, etc., which qualify your company to meet the requirements of this bid.

____________________________________________________________________

List all other contracts your company currently holds (current client list) for similar services for accounts similar in size, scope and nature to that of CCSU. Include account name, nature of service(s) and annual dollar value.

____________________________________________________________________

____________________________________________________________________

____________________________________________________________________

In the past three years, has your company failed to complete any work awarded to it? ____ If yes, provide details on when, where and why.

____________________________________________________________________
In the past three years, has your company had a contract terminated for failure to perform, or for failure to meet any requirements of the contract? ______ If yes, provide details on when, where and why.

______________________________________________________________________

In the past three years, have you, or your company, 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, for nonpayment of wages and/or benefits to your employees? ______ If yes, provide details on when, where and why.

______________________________________________________________________

Are there any judgments, claims or suits pending, or outstanding, against your company, or its officers? ______ If yes, provide details on when, where and why.

______________________________________________________________________

Is your company, or any of its principals, presently debarred, suspended, proposed for debarment, declared ineligible, or involuntarily or voluntarily excluded by any State, or Federal, agency from participation in bidding on construction projects? ________ If yes, please attach a letter of explanation.

15. ACKNOWLEDGMENT: I (We), the undersigned, hereby certify that the above information is true and accurate and that the Agency will rely on said information as a basis for determining the bidder's qualifications for the Project being bid. The undersigned further understands that any material misrepresentation, or inaccuracy, stated above will result in bidder's disqualification, or if applicable, will constitute grounds for the termination of the contract for construction, should one have been issued to the bidder.

Name of Company ________________________________________________________

Signature ________________________________________________________________

Print Name: ______________________________________________________________

Title: _________________________________________________________________
1 SEED AND SOIL AMENDMENTS (Section 2.5)

Per Agency approved chemicals

<table>
<thead>
<tr>
<th>Chemical</th>
<th>Price per Acre, per Each Application</th>
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<tbody>
<tr>
<td>Fertilizer, 7-7-7</td>
<td>$_________________</td>
</tr>
<tr>
<td>Fertilizer, 16-4-8</td>
<td>$_________________</td>
</tr>
<tr>
<td>Seed</td>
<td>$_________________</td>
</tr>
<tr>
<td>Lime</td>
<td>$_________________</td>
</tr>
<tr>
<td>Pesticides (Merit)</td>
<td>$_________________</td>
</tr>
<tr>
<td>Herbicides</td>
<td>$_________________</td>
</tr>
<tr>
<td>Fungicides</td>
<td>$_________________</td>
</tr>
<tr>
<td>Crab Grass Control</td>
<td>$_________________</td>
</tr>
<tr>
<td>Annual Bluegrass Control</td>
<td>$_________________</td>
</tr>
<tr>
<td>Clover Control</td>
<td>$_________________</td>
</tr>
<tr>
<td>Lawn Pest &amp; Disease Control (Dursban)</td>
<td>$_________________</td>
</tr>
<tr>
<td>Eradicant Herbicide (Round up)</td>
<td>$_________________</td>
</tr>
</tbody>
</table>

2 MOWING (Section 2.8)

Recreation Field: $_________________ per each mowing
Perimeter Lawns: $_________________ per each mowing

3 DETACHING AND AERIFICATION (Section 2.9)

Recreation Field: $_________________ per service

4 RENOVATION, TOPDRESSING AND OVERSEEDING (Section 2.10)

Recreation Field: $_________________ per application

5 FIELD ROLLING (Section 2.11)

Recreation Field: $_________________ per rolling

6 POST GAME MAINTENANCE (Section 2.12)

Price per hour, to include materials: $_________________

7 FIELD UNDULATIONS AND DEPRESSIONS (Section 2.13)

Price per hour, to include materials: $_________________

Company Name
________________________________________

Authorized Signature
________________________________________

Title
________________________________________
### WEED CONTROL (Section 2.14)

Crabgrass (Dimension)

<table>
<thead>
<tr>
<th>Area</th>
<th>Price per application</th>
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<tbody>
<tr>
<td>Athletic Field/Barbour Road:</td>
<td>$______________</td>
</tr>
<tr>
<td>Fringe Areas:</td>
<td>$______________</td>
</tr>
</tbody>
</table>

Application of fenoxaprop (Acclaim)

<table>
<thead>
<tr>
<th>Weed</th>
<th>Price per Acre, per each application</th>
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</thead>
<tbody>
<tr>
<td>Yellow Nutsedge</td>
<td>$______________</td>
</tr>
<tr>
<td>Total Vegetative Control (Round-Up)</td>
<td>$______________</td>
</tr>
</tbody>
</table>

### ARTIFICIAL SURFACES: (Section 2.16)

#### Brushing

<table>
<thead>
<tr>
<th>Field</th>
<th>Price per field per each brushing</th>
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</thead>
<tbody>
<tr>
<td>Arute Field</td>
<td>$______________</td>
</tr>
<tr>
<td>Baseball Field</td>
<td>$______________</td>
</tr>
<tr>
<td>Softball Field</td>
<td>$______________</td>
</tr>
<tr>
<td>Soccer Field</td>
<td>$______________</td>
</tr>
</tbody>
</table>

#### Sweeping

<table>
<thead>
<tr>
<th>Field</th>
<th>Price per field per each sweeping</th>
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</thead>
<tbody>
<tr>
<td>Arute Field</td>
<td>$______________</td>
</tr>
<tr>
<td>Baseball Field</td>
<td>$______________</td>
</tr>
<tr>
<td>Softball Field</td>
<td>$______________</td>
</tr>
<tr>
<td>Soccer Field</td>
<td>$______________</td>
</tr>
</tbody>
</table>

Snow Removal

| Price per hour | $______________   |

### FIELD MARKING (Section 2.17)

<table>
<thead>
<tr>
<th>Marking</th>
<th>Price per marking</th>
</tr>
</thead>
<tbody>
<tr>
<td>Football Field</td>
<td>$______________</td>
</tr>
<tr>
<td>Women’s Lacrosse</td>
<td>$______________</td>
</tr>
<tr>
<td>Soccer Field (NEC logo)</td>
<td>$______________</td>
</tr>
<tr>
<td>Soccer dimensions on Football Field</td>
<td>$______________</td>
</tr>
<tr>
<td>Athletic Field/Barbour Road</td>
<td>$______________</td>
</tr>
</tbody>
</table>

### SPRING CLEANUP

| Price | $______________   |

### FALL CLEANUP

| Price | $______________   |

Company Name

____________________________________

Authorized Signature

____________________________________

Title

____________________________________
Section 4. Bid Evaluation Criteria

Evaluation – The award of this RFP will be based upon a comprehensive review and analysis of all proposals by the RFP committee, and negotiation of the proposal which best meets the needs of the University. The contract award will be based on a points-earned matrix derived from a technical and financial evaluation.

The award shall be made to the most responsive bidder offering the best value as determined by the University. All Vendors 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.

The University will include in its evaluation: proposals, references and interviews. All proposals will be evaluated by a committee, which will use the specific evaluation criteria listed below.

Proposals will be evaluated as to the vendor’s response to the following criteria:

Criteria

1. Qualifications and Experience
   - Prior Experience including References
   - Current clients list
   - Contractor’s experience in maintaining Division 1 athletic fields
   - Contractor current status as registered SBE/MBE
   - Contractor’s proximity to the CCSU campus
   - Quality of completed Bidder Qualification Statement

2. Ability to Perform
   - Vendor’s ability to establish the University’s confidence that their proposed ability to provide quality labor and materials will meet university expectations and the requirements described herein
   - Demonstrated quality and experience of supervisor
   - Organizational chart, including inside/office assistance
   - Vendor’s ability to absorb this contract on top of existing commitments without sacrificing quality work at CCSU
   - Company’s commitment to green/sustainable initiatives
   - Company’s ability to provide a vehicle to perform field snow removal without damaging the fields
   - Vendor’s ability to provide tools and equipment in sufficient quantity and condition to perform the requirements of this RFP. All equipment must be in good working order with all safety guards and OSHA approved. CCSU reserves the right to inspect any and all equipment to be used on the campus prior to award and during the term of the contract.

3. Fee Structure

Supplemental Information: As part of the weighted average review, the University may request the Vendor 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.
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 any institution as a reference.

**Supplier Representatives:** Proposer must identify the people it anticipates representing the Vendor in developing and implementing the Agreement. The University may conduct interviews with identified supplier representatives as a part of its evaluation process.

**The University will include in its evaluation:** proposals, references and interviews. In addition, the award will be predicated upon the successful negotiation of the specific terms and conditions to be included in the Agreement. The University will be the sole judge of the suitability of the proposed Agreement.

**Proposal Qualification Data:** If necessary to evaluate proposer qualification, proponent may be requested to furnish information on the following items:

- Financial resources.
- Personnel resources.
- Ability to meet delivery and support schedules.
- Ability to meet specifications and quality requirements.

**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.
Appendix I. REFERENCES

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

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

Please include name, title, telephone number and e-mail address of a contact person at each institution.

References may be checked electronically; the requirement for e-mail addresses is a mandatory requirement.

<table>
<thead>
<tr>
<th>References:</th>
<th>Institution</th>
<th>Contact</th>
<th>Telephone No.</th>
</tr>
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<tbody>
<tr>
<td>Reference #1</td>
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<tr>
<td>Reference #5</td>
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<td>E-mail:</td>
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</tbody>
</table>
Appendix II. INSTRUCTIONS TO PROPOSERS

A. Proposals must be addressed and delivered to the Purchasing Department, Central Connecticut State University, Marcus White Annex room 006, 1615 Stanley Street, New Britain, CT 06050, on or before the time and date set for closing. Proposals should be in a sealed envelope marked:

Name of Proposer:
Title of Proposal: Athletic Field Maintenance Services
RFP Number: 2019-07
Proposal Due Date: 3:00 P.M., April 24, 2018

No telephone, telegraphic or facsimile proposals will be considered.

B. Proposals should include one (1) original (signed in ink) and one (1) copy on CD or flash drive.

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

D. 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.

E. 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 an award is made, the solicitation file, and the proposals contained therein, are in the public record and will be disclosed upon request.

F. 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.

G. Proposals must be provided on the Proposal Certification page. Proposals on any other form will be considered informal and will be rejected. 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.

H. 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. The University also reserves the right to hold all proposals for a period of 60 days after the opening date and the right to accept a proposal not withdrawn before the scheduled opening date.

I. 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)

J. Any alleged oral agreement or arrangement made by a vendor 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 bidder’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.
Director of Purchasing
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

PROPOSIERS – SIGN AND SUBMIT THIS CERTIFICATION WITH PROPOSAL.

Request for Proposal number 2019-07, Athletic Field Maintenance Services

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.

______________________________                  __________________
(firm)                                                                      (phone no.)

______________________________                  __________________
(address)                                                                      (fax no.)

______________________________                  __________________
(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
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Appendix IV. REQUIRED 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-81l(d) of the Connecticut General Statutes. There are Contract Compliance Regulations codified at Section 46a-68j-21 through 43 of the Regulations of Connecticut State Agencies, which establish a procedure for awarding all contracts covered by Sections 4a-60 and 46a-71(d) of the Connecticut General Statutes.

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

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

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

INSTRUCTIONS AND OTHER INFORMATION

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

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

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

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

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

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

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

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

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

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

CONSTRUCTION AND EXTRACTION: This category includes construction trades and related occupations. Job titles found in this category include boilermakers, masons (all types), carpenters, construction laborers, electricians, plumbers (and related trades), roofers, sheet metal workers, elevator installers, hazardous materials removal workers, paperhandlers, 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, weigers; precious stone/metal workers; painting workers; cementing/gluing machine operators and tenders; etchers/engravers; molders, shapers and casters except for metal and plastic, and production workers.

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

White (not of Hispanic Origin)- All persons having origins in any of the original peoples of Europe, North Africa, or the Middle East.

Black (not of Hispanic Origin)- All persons having origins in any of the Black racial groups of Africa.

Hispanic- All persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin regardless of race.

Asian or Pacific Islander- All persons having origins in any of the original peoples of the Far East, Southeast Asia, the Indian subcontinent, or the Pacific Islands. This area includes China, India, Japan, Korea, the Philippine Islands, and Samoa.

American Indian or Alaskan Native- All persons having origins in any of the original peoples of North America, and who maintain cultural identification through tribal affiliation or community recognition.
## PART I - Bidder Information

<table>
<thead>
<tr>
<th>Company Name</th>
<th>Bidder Federal Employer Identification Number ____________________________</th>
</tr>
</thead>
<tbody>
<tr>
<td>Street Address</td>
<td>Or Social Security Number ____________________________</td>
</tr>
<tr>
<td>City &amp; State</td>
<td></td>
</tr>
<tr>
<td>Chief Executive</td>
<td></td>
</tr>
</tbody>
</table>

**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

<table>
<thead>
<tr>
<th>Question</th>
<th>Response Options</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Does your company have a written Affirmative Action/Equal Employment Opportunity statement posted on company bulletin boards?</td>
<td>Yes__ No__</td>
</tr>
<tr>
<td>2. Does your company have the state-mandated sexual harassment prevention in the workplace policy posted on company bulletin boards?</td>
<td>Yes__ No__</td>
</tr>
<tr>
<td>3. Do you notify all recruitment sources in writing of your company’s Affirmative Action/Equal Employment Opportunity employment policy?</td>
<td>Yes__ No__</td>
</tr>
<tr>
<td>4. Do your company advertisements contain a written statement that you are an Affirmative Action/Equal Opportunity Employer?</td>
<td>Yes__ No__</td>
</tr>
<tr>
<td>5. Do you notify the Ct. State Employment Service of all employment openings with your company?</td>
<td>Yes__ No__</td>
</tr>
<tr>
<td>6. Does your company have a collective bargaining agreement with workers?</td>
<td>Yes__ No__</td>
</tr>
<tr>
<td>6a. If yes, do the collective bargaining agreements contain non-discrimination clauses covering all workers?</td>
<td>Yes__ No__</td>
</tr>
<tr>
<td>6b. Have you notified each union in writing of your commitments under the nondiscrimination requirements of contracts with the state of Ct?</td>
<td>Yes__ No__</td>
</tr>
<tr>
<td>7. Do all of your company contracts and purchase orders contain non-discrimination statements as required by Sections 4a-60 &amp; 4a-60a Conn. Gen. Stat.?</td>
<td>Yes__ No__</td>
</tr>
<tr>
<td>8. Do you, upon request, provide reasonable accommodation to employees, or applicants for employment, who have physical or mental disability?</td>
<td>Yes__ No__</td>
</tr>
<tr>
<td>9. Does your company have a mandatory retirement age for all employees?</td>
<td>Yes__ No__</td>
</tr>
<tr>
<td>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?</td>
<td>Yes__ No__ NA__</td>
</tr>
<tr>
<td>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?</td>
<td>Yes__ No__ NA__</td>
</tr>
<tr>
<td>12. Does your company have a written affirmative action Plan?</td>
<td>Yes__ No__</td>
</tr>
<tr>
<td>12a. If no, please explain.</td>
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</tr>
<tr>
<td>13. Is there a person in your company who is responsible for equal employment opportunity?</td>
<td>Yes__ No__</td>
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<tr>
<td>13a. If yes, give name and phone number.</td>
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</tr>
</tbody>
</table>

## 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: Employment Information by Gender and Race/Origin

<table>
<thead>
<tr>
<th>Category</th>
<th>Male</th>
<th>Female</th>
<th>Male</th>
<th>Female</th>
<th>Male</th>
<th>Female</th>
<th>Male</th>
<th>Female</th>
<th>Male</th>
<th>Female</th>
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<tbody>
<tr>
<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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<td>Office &amp; Admin Support</td>
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<td>Bldg/ Grounds Cleaning/Maintenance</td>
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<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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<td>Production Occupations</td>
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<td>TOTALS ABOVE</td>
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</tbody>
</table>

### Overall Totals

**WHITE (not of Hispanic origin):**

- Male
- Female

**BLACK (not of Hispanic origin):**

- Male
- Female

**HISPANIC:**

- Male
- Female

**ASIAN or PACIFIC ISLANDER:**

- Male
- Female

**AMERICAN INDIAN or ALASKAN NATIVE:**

- Male
- Female

### 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, and promote employees without discrimination

### Table: Recruitment Sources

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

Name of State or Commonwealth

I certify that I am authorized to execute and deliver this affidavit on behalf of __________________________ and that __________________________

Name of Entity
Name of Entity

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 it 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:

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

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<th>Contribution Date</th>
<th>Name of Contributor</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. I further swear that I have not entered into any consulting agreement in connection with 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.

Printed Name of Bidder or Vendor ______________________________   Signature of Chief Official or Individual ______________________________   Date ___________

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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Appendix V. 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.

[ ] Signed Proposal Certification (Appendix III)
[ ] Completed information requested in Appendix VIII
[ ] Pricing Sheets
[ ] Complete response to requirements in Section 3.2, including Completed Bidders Qualification and General Information pages
[ ] References, including past or current contracts with the State of Connecticut or its agencies
[ ] CHRO Paperwork (Appendix IV), Nondiscrimination Certification, and OPM Ethics forms 1, 5 and 6
I. DEFINITIONS

The following words, when used herein, shall have the following meanings:

1. “Contract” shall mean any agreement negotiated by and between CSU and the contractor selected by CSU as the result of a request for proposal, request for quotation, or request for bid, including, but not limited to, a personal service agreement or purchase order.

2. “CSU” shall refer to the Connecticut State University System, which is comprised of Central Connecticut State University, Eastern Connecticut State University, Southern Connecticut State University, Western Connecticut State University and the System Office, collectively and individually, as the context requires.

3. “Person” shall mean an individual, partnership, corporation or other business entity, as the context requires.

4. “Proposal” shall mean a response to a request for proposal, request for bid, or request for quotation.

5. “Proposer” shall mean a contractor that submits a response to a request for proposal, request for bid, or request for quotation.

6. “RFP” shall mean a request or invitation for proposal, bid, or quotation, as applicable.

II. TERMS AND CONDITIONS RELATED TO REQUESTS FOR PROPOSALS

A. General Conditions

1. CSU reserves the right to amend or cancel an RFP prior to the date and time for the opening of proposals. CSU, in its sole discretion, reserves the right to accept or reject any and all proposals, in whole or in part, and to waive any technicality in any proposal submitted, and to accept any part of a proposal deemed to be in the best interest of CSU.

2. Proposals received from proposers debarred by the State of Connecticut will not be considered for award.

3. CSU does not commit to specific volumes of activity, nor does it guarantee the accuracy of statistical information provided in the RFP. Such information is supplied to proposers for reference only.

4. All responses to the RFP shall be and remain the sole property of CSU.

5. Each proposer shall bear all costs associated with proposer’s response to an RFP, including, but not limited to, the costs of any presentation and/or demonstration required by CSU. In addition, answers or clarifications sought by CSU arising out of or in connection with the proposal shall be furnished by the proposer at the proposer’s expense.

6. CSU reserves the right to negotiate, as it may deem necessary, with any or all of the proposers that submit proposals.

7. Any alleged oral agreement or arrangement made by any proposer with CSU or any employee thereof shall not be binding.

B. Submission of Proposals

1. Proposals must be submitted on forms supplied by CSU. Telephone, facsimile, or email proposals will not be accepted in response to an RFP.

2. Proposals must be computer prepared, typewritten or handwritten in ink. Proposals submitted in pencil will be rejected.

3. Proposers must answer all the questions set forth in the RFP using the outline and numbering scheme set forth therein. Proposers must furnish all information requested in the RFP and supply all materials required for consideration. Failure of the proposer to answer all questions and supply all information and materials requested may be grounds for rejection of the proposal.

4. All proposals must be signed by a person duly authorized to sign proposals on behalf of the proposer. All signatures on the proposal must be original. Proposals bearing stamp signatures will be rejected. Unsigned proposals will be rejected.

5. Alterations or corrections to the proposal must be initialed by the person signing the proposal or his or her authorized designee. All initials on alterations or corrections to the proposal must be original. In the event that an authorized designee initials an alteration or correction, the proposer must submit a written authorization from the proposal’s signatory to the authorized designee, authorizing the designee to make the alteration or correction. Failure to submit such an authorization shall result in rejection of proposal as to those items altered or corrected and not initialed.

6. Conditional proposals are subject to rejection in whole or in part, in the sole discretion of CSU. A conditional proposal is defined as one that limits, modifies, expands or supplements any of the terms and conditions and/or specifications of the RFP.
7. Alternate proposals will not be considered by CSU, unless otherwise noted on the RFP or on the proposal form. An alternate proposal is defined as one that is submitted in addition to the proposer’s primary response to the RFP.

8. Pursuant to Section 12-412 of the Connecticut General Statutes, the State of Connecticut is exempt from the payment of excise, transportation and sales taxes imposed by the Federal Government and/or the State. Accordingly, such taxes must not be included in proposal prices.

9. By submitting a proposal, the proposer asserts that the offer and information contained therein is in all respects fair and without collusion or fraud and was not made in connection with any competing proposer’s submission of a separate response to the RFP. By submitting a proposal, the proposer further asserts that it neither participated in the formation of CSU’s solicitation development process nor had any knowledge of the specific contents of the RFP prior to its issuance, and that no employee of CSU participated directly or indirectly in the preparation of the proposer’s proposal.

10. Proposals for the provision of services must include the cost of obtaining all permits, licenses, and notices required by the city or town in which the services is to be provided, and the State and Federal governments.

III. TERMS AND CONDITIONS RELATED TO CONTRACT WITH SUCCESSFUL PROPOSER

By submitting a response to the RFP, the proposer agrees that any contract negotiated between it (if the successful proposer), as contractor, and CSU may contain the following provisions, as deemed applicable by CSU:

A. General Conditions

1. The contract shall be interpreted and governed by the laws of the State of Connecticut, without regard to its principles of conflicts of law.

2. The contractor agrees that it shall be subject to and abide by all applicable federal and state laws and regulations.

3. The contractor or subcontractor, as applicable, shall offer and agree to assign to CSU all rights, title and interest in and to all causes of action it may have under Section 4 of the Clayton Act, 15 U.S.C. 15, or under Chapter 624 of the general statutes, arising from the purchase of services, property or intangibles of any kind pursuant to a public purchase contract or subcontract; such assignment shall be made and become effective at the time the contract is executed by the parties, without further acknowledgment by them.

4. The contractor shall not assign or otherwise dispose of the contract or its right, title or interest therein, or its power to execute such contract, to any other person without the prior written consent of CSU.

5. If any provision, term or condition of the contract is prohibited, invalid, or unenforceable then that provision, term or condition shall be ineffective to the extent of the prohibition, invalidity, or prohibition without invalidating the remaining provisions, terms and conditions unless it materially alters the nature or intent thereof.

6. Failure of the contractor to deliver commodities or perform services as specified in the contract will constitute authority for CSU to purchase these commodities or services on the open market. The contractor shall promptly reimburse CSU for excess costs incurred by CSU due to these purchases, and these purchases shall be deducted by CSU from the quantities contracted for.

7. No right or duty, in whole or in part, of the contractor under the contract may be assigned or delegated without the prior written consent of CSU. The subcontracting or assignment of any of contractor’s obligations under the contract to a subcontractor shall require the prior written approval of CSU.

8. Upon termination of the contract by CSU, the contractor shall both immediately discontinue all services (unless the notice directs otherwise) and deliver to CSU all data, drawings, specifications, reports, estimates, summaries, and such other information and materials as may have been accumulated by the contractor in performing its duties under the contract, whether completed or in progress. All such documents, information, and materials shall become the property of CSU.

Central Connecticut State University is an affirmative action equal opportunity institution. The University will not knowingly do business with any bidder, contractor, subcontractor or supplier of materials found to be in violation of any state or federal antidiscrimination law.
To all interested parties

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; identity check; criminal arrests, convictions, and warrants; Sex Offender Registry status; and a motor vehicle check on all individuals it plans to assign to work on CCSU's campus. The Contractor shall screen individuals based on the results of their background checks prior to assigning them to work on CCSU's campus. For those individuals whom the Contractor has assigned to work on CCSU's campus, the Contractor shall provide a designated CCSU administrator with access to their background checks a minimum of two weeks prior to the beginning of their work assignments at CCSU. CCSU shall have the right to refuse the assignment to CCSU of 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. SSC can be contacted toll-free at 866-927-7779. 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 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 Material 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