Provide full service maintenance for dormitory, general use and freight elevators in accordance with the attached specifications. Use pricing sheet (page 13) to provide scheduled monthly maintenance prices per elevator.

For all other work, provide hourly rates for work outside of scheduled maintenance here –

Hourly Rate (normal), Monday through Friday, 8:00 a.m.-4:30 p.m.  $________/man hour

Hourly Rate for Nights and Weekends  $________/man hour

Hourly Rate for Holidays *  $________/man hour
* Holidays shall be defined as New Year’s Day, the Fourth of July, Thanksgiving Day and Christmas Day

Markup for Parts ________%  (Markups shall be applied only to documented supplier invoices)

Hourly Rate for repairs due to vandalism*  $________/man hour
*if different than normal hourly rate, identify what is considered vandalism

Contractors shall submit proposals to RFP1@ccsu.edu prior to 3:00 PM on November 11, 2020
That mailbox will remain ‘locked’ until that day and time. After 3:00 that day only authorized individuals from the CCSU Purchasing Department will have access to that mailbox and its contents.

The subject line of the emailed proposals shall be marked:
RFP 2021-11, Elevator Maintenance

Vendor Authorized Signature ___________________________ Date _____________
Printed Name ___________________________
Email Address ___________________________
Telephone and Extension ___________________________
FEIN ___________________________ Cash Discount Payment Terms ____% ____days, Net 30
RFQ SUBMTTAL REQUIREMENTS –

Provide responses on separate sheets of 8.5” x 11” paper with company letterhead, following the number sequence below.

1. CCSU has many different types of elevators (by manufacturer, age, condition). Describe your ability to service all the listed elevators.
2. Provide information on the assigned Senior Service Elevator Mechanic/Technician that would be responsible for the CCSU account, including qualifications, years of related experience, etc. See Section 1.03 below for additional information.
3. CCSU is a 24/7/365 operation and is responsible for the safety and welfare of its students, faculty and staff. Describe your company’s ability to respond to emergencies, including time of response, ability to have adequately trained people on campus, and ability to rectify various situations.

BID RESPONSE CHECKLIST –

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 and as such may be disqualified from consideration.

[ ] Pricing Sheet (page 13)
[ ] Bidders Qualification Statement (pages 15 - 16)
[ ] References (page 17)
[ ] Bidder contract compliance monitoring report (pages 21 - 22)
[ ] Nondiscrimination Certification (page 23)
[ ] Ethics Form 1 (pages 25 - 26)
[ ] Ethics Form 5 (page 27)

• For all State contracts as defined in P.A. 07-1 having a value in a calendar year of $50,000 or more or combination or series of such agreements or contracts having a value of $100,000 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)
GENERAL INFORMATION

SCOPE

This specification covers the requirements for the maintenance service to be furnished in all elevators listed in the proposal schedule. The service shall consist of furnishing all necessary labor, parts, tools, and equipment to provide inspection, repair, service and complete preventive maintenance of all elevator equipment, and ensuring elevator equipment is in safe and efficient operating condition.

AGENCY REPRESENTATIVE

Agency Representative is Mr. Steve VanVoorhis, Assistant Director Facilities Support Services, (860) 832-2343 or his designated representative.

HISTORICAL DATA

For reference, these figures represent what CCSU spent on the incumbent contract over the past three fiscal years. This information is provided for reference ONLY and is NOT a guarantee of future requirements.

<table>
<thead>
<tr>
<th>Period</th>
<th>Amount</th>
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<tr>
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<tr>
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<td>7/1/19 – 6/30/20</td>
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* Note that $145,950 was for a stand-alone project for new electronics for the Library elevator

CONTRACT AWARD AND CONTRACT PERIOD

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

For a draft copy of the contract CCSU intends to use for a template as a result of this RFQ, see Attachment A.

The contract period for the described services will be for a period of three years, starting on or about January 1, 2021 and terminating on December 31, 2023. The Agency reserves the right to renew this contract, with the consent of the Contractor, for one additional two-year period.

Prices shall remain firm throughout the contract.

SUBMISSION OF QUESTIONS

Contractors may submit questions or requests for clarification via email to brodeur@ccsu.edu. The deadline for submission of questions is 4:30 p.m., E.S.T., on November 4, 2020. Any answers, clarifications or corrections that change the scope of this RFQ will be issued as an addendum.

ADDENDA TO THIS RFQ:

CCSU may need to issue one or more addenda related to this RFP. Such addenda shall be posted on the CCSU Purchasing Department Current Bids web site - 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 RFQ process for updated information or addenda related to this RFQ.

Receipt of addenda must be acknowledged by each proposer, and the failure of a proposer to acknowledge any addendum shall not relieve the proposer of the responsibility for complying with the terms thereof. All addenda must be signed by an authorized respondent representative and returned with the proposal on or before the proposal opening date and time.
This process is intended to ensure that all vendors have equal access to information relative to this RFQ. No information communicated verbally shall be effective unless confirmed by written communication from the Purchasing Department of the University.

**STANDARD WAGE RATES**

Bidders are hereby made aware that DOL Standard Wage rates will apply to any contract resulting from this RFQ. Current CT Standard Wages (Rates Effective 9/1/2020) can be found here – https://ctdol-prod-portal.ecourt.com/public-portal/sites/default/files/ServicesRates_9-1-2020_4.pdf

**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 waste in order to promote CCSU’s Environmental Sustainability initiative and conform to the Universal waste regulations.

**NONDISCRIMINATION STATEMENT**

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

**EMPLOYEE STANDARDS OF CONDUCT**

CCSU 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 CCSU 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.

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.
1.01 AREAS AND TIME SCHEDULE

A. Routine monthly maintenance shall be scheduled in advance with the Agency representative. Work in occupied Residential Halls shall be restricted to between 10am and 5pm Monday through Friday.

The Agency may require the Contractor to alter work days or work hours in order to meet special Agency needs.

The Agency may require the Contractor to be on-site for critical scheduled events (i.e. graduation, move in and move out days for residence halls). The Contractor shall be expected to perform service related tasks while on campus to cover those events.

B. Coordination with Campus Construction and Renovation Activities: Contractors shall coordinate activities with any campus construction and renovation activities that may be underway. Contractor may be required to delay or reschedule assigned tasks to avoid interference with construction activities. This shall in no way relieve the Contractor of its ongoing obligations under this contract. The University is currently replacing many elevators on the CCSU campus. In the event that an elevator is under construction, this elevator will be removed from the contract at no penalty to the Agency.

C. Contracted employees shall perform tasks as assigned by the Agency. Requests from University personnel should be honored whenever possible. Any problems with assigned tasks or complaints on working conditions shall be directed to the Agency Representative or his designee.

D. No minimum hours charges allowed for repairs beyond scheduled maintenance service. No charges for travel time allowed. Contractor shall only bill CCSU for actual hours working on site. Any repairs beyond routine maintenance and services shall require notification of and pre-approval from CCSU.

1.02 ELEVATOR INSPECTION AND PREVENTIVE MAINTENANCE SCHEDULE AND PROGRAM

A. The Contractor shall submit to the Agency Representative, prior to beginning work under this contract, a program for complete and proper elevator inspection and (PM) preventive maintenance program service. At minimum, CCSU shall require one (1) hour of service (inspection, testing) on every elevator every month. The schedule and program should include, but is not limited to, the following:

1. A description, detailed by location, of labor assignments, supervisory assignment, and inspection procedures.
2. Total number of employees involved in each phase of the contract, and total projected man hours in performing the inspection and (PM) services.
3. Proposed plan for service level maintenance in the event of employee or supervisory sickness, vacation or unplanned absence.

A. The Contractor shall not commence work under this contract until the inspection procedures and (PM) preventive maintenance scheduled programs have been reviewed and approved by the Agency Representative. Contractor shall comply with all requirements of the approved schedule and program.

C. The American Standard Safety Code for Elevators, etc. A 17.1 American Standards Association, latest issue in effect on the date of the invitation to bid shall form a part of the specification.

1.03 SENIOR SERVICE ELEVATOR MECHANIC/TECHNICIAN

The awarded contractor shall appoint one main “Senior Service Elevator Mechanic/Technician” to CCSU for the life of this contract.
The Senior Service Elevator Mechanic/Technician will be assigned to the University as the primary onsite Elevator Mechanic/Technician, the Senior Service Elevator Mechanic/Technician shall hold a current CT Licensed R2 Unlimited Elevator Journeyman. The Senior Service Elevator Mechanic/Technician shall have held this license for a minimum of ten (10) years and have owned or been employed full time as an CT Licensed R2 Unlimited Elevator Journeyman. Preference will be given to Contractors where the Senior Service Elevator Mechanic/Technician also holds a State of CT License R1 Unlimited Elevator Contractor.

It shall be the responsibility of the Senior Service Elevator Mechanic/Technician to ensure that all elevators are in working order. This includes but is not limited to all required monthly/yearly State of CT required inspections.

The Senior Service Elevator Mechanic/Technician shall be onsite during the monthly service and shall be the University’s primary contact for this contract.

The Senior Service Elevator Mechanic/Technician shall be available to the University with direct 365/24/7 on call access. The University shall be notified prior to any scheduled absences at which time an alternate contact shall be provided.

This Senior Service Elevator Mechanic/Technician shall have working experience with all types of the elevators listed on this contract. Upon request of the University the contractor shall be able to document this working experience.

The University understands that the new Kone/Otis Elevators on campus have parts of the system that are proprietary. It shall be the responsibility of the Senior Service Elevator Mechanic/Technician to coordinate any work/repairs necessary for these elevators if needed.

1.04 ACCIDENT PREVENTION, SAFETY AND ES&H/OSHA:

A. Precaution shall be exercised at all times for the protection of persons and property. The safety provisions of applicable laws, building and construction codes shall be observed. Machinery, equipment, and all hazards shall be eliminated.

B. Compliance with Laws, Building Codes: Contractor shall comply with all applicable State Laws, Ordinances, Building and Construction Codes. Contractor shall pay all permits and licenses, inspection fees and charges of a similar nature.

C. 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.

D. 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.

E. See Environmental Health and Safety Procedures and Requirements statement attached herein for more information.

1.05 EXTENT OF WORK:

A. The Contractor shall perform the work outlined herein and maintain the entire elevator equipment described, using trained personnel directly employed and supervised by him. Personnel must be qualified to keep the equipment properly adjusted and will use all reasonable care to maintain equipment in proper and safe operating condition.

B. Work shall include, but not limited to: examinations and preventive maintenance procedures, emergency callback service, maintenance of complete records, cleaning, lubrication, testing, adjusting, repairing, furnishing of replacement parts, including spares, furnishing of all equipment for testing as required by applicable codes. Contractor shall be responsible for
conducting pressure tests per manufacturer and industry requirements as well as 5-year full load safety tests, to be scheduled during the initial contract period. Pressure tests and load safety tests shall be conducted at no additional charge to the University.

C. The Contractor shall provide regular and systematic examinations and preventive maintenance service, making examinations at regular intervals, at which time he shall determine the nature and extent of any trouble and shall take necessary action to restore the equipment to satisfactory and safe service. The Contractor shall also use preventive maintenance methods by furnishing and installing parts prior to their breakdown point where possible, all as necessary to keep the elevators in the best possible running order at all times.

D. The Contractor shall also maintain the efficiency, safety and speeds specified in the original elevator contract and as designated by the manufacturer of the equipment, including acceleration, retardation, contact speed in feet per minute, with or without full load, and floor-to-floor, door opening and closing time.

E. The Contractor shall perform all necessary examination, adjustments and work necessary to initially adjust and maintain elevators at the manufacturer’s recommended speed. Contractor shall adjust and replace all safety devices including governors; examine and equalize tension of all hoisting ropes and compensating ropes; renew all hoisting, compensating and governor ropes, all whenever necessary to ensure maintenance of an adequate safety factor in accordance with these specifications.

The preventive maintenance program shall include painting, cleaning, lubricating, adjusting, calibrating, repairing, furnishing and replacing parts and equipment, necessary in performance thereof, all as required in these specifications to include but not limited to the following:

- Bearings
- Brakes
- Brake Magnet Coils
- Brake shoes & linings
- Buffers
- Counterweights
- Car Safety Devices
- Leveling Devices
- Controllers
- Lamp bulb replacement in all fixtures (except general car lighting)
- Controller Parts
- Commutators
- Coils
- Magnet Frames
- Contacts
- Motors
- Cams
- Oiling Devices
- Car & Hoistway Door
- Rotating Elements
- Hardware
- Resistance for motor & Corridor Position
- Controllers
- Indicators
- Relays
- Car Position Indicators
- Motor Couplings & Belts
- Car Door Operators
- Pumps
- Car Door Panels
- Signal Bell
- Car Safeties
- Signal System
- Electric Wiring
Tension Frames
Fuses
Terminal & Slow Down
Gears
Devices
Roller Guide Shoes
Traveling Cables &
Gate Hangers
Telephone Cables
Governors
Worm, Gears & Gland
Hoisting Machines
Packings
Tanks
Windings
Plunger Packings & Seals
Hall Lanterns
Operating Oils & Fluids
Interlocks
Sheaves
Valves & Solenoids
Switches on Car & Selectors in Hoistway
Fire Alarm Shunt Trip
Fans (including exhaust)

F. Fire alarm testing in all elevators shall occur once a year in conjunction with the University Fire Alarm contractor and the elevator company. During this time the Technician will be onsite to work with the University Fire Alarm Technicians as needed to gain access into the Elevator Shaft.

THERE SHALL BE NO ADDITIONAL COSTS TO THE UNIVERSITY FOR THIS TEST. (Unless repairs and retesting need to occur)

This testing in the past has been between the hours of 5am and 4 pm (Monday thru Friday).
All testing will be coordinated between the Elevator Contractor and the University Fire Lieutenant

G. Contractor will be responsible for replacement of signal light bulbs only at time of regular examination, in addition to all other elevator parts and/or components not specifically included in another section of these specifications.

H. The Contractor shall periodically clean and properly lubricate all sheave bearing and refill gear cases and lubricators when required. All oil reservoirs shall be kept properly sealed to prevent leakage. The Contractor shall only use lubricants furnished by the manufacturer of the equipment or those recommended by the manufacturer.

I. The Contractor shall keep the guide rails clean and dry when roller guides are used.

J. The Contractor shall supply as and when necessary, the following parts and supplies: oils, grease, rope preservative, cleaning compounds, cotton waste, wiping cloths, paints, etc. All lubricants shall be of the grade recommended by the manufacturer for the purpose used. All lubricants shall be stored in a metal cabinet in each machine room.

K. The motor windings are to be periodically treated with proper insulating compound.

L. The Contractor shall afford the work a proper amount of supervision and shall assign to this work a competent service engineer who will be responsible for the monitoring of all work performed.

M. The Contractor shall take particular care in the performance of his work in order to prevent any defacement not only to his work and the elevators being serviced, but also to other fixtures and property. Any damage caused by the Contractor in the performance of his work shall be made good to the satisfaction of the Agency and at the expense of the Contractor. The Contractor shall perform his work at such time and manner as to cause the least interference with the operation of the various buildings for the purpose used and shall perform no work at a time not approved by the Agency Representative or his designee.
N. Materials and Workmanship: All materials used shall be new and of the finest quality of its kind. All elevators shall be maintained in first class operative condition.

1.06 ROPE MAINTENANCE

The Contractor shall renew all hoisting ropes and governor ropes as often as necessary to:

A. Maintain an adequate factor of safety and not less than 80% of the designated rope strength at all times.

B. Not exceed 40 broken wires in any lineal foot of rope.

C. Replacement of ropes shall meet all code requirements and be equal to or better than the original ropes in design, materials, construction and strength as specified by the elevator manufacturer.

D. Contractor shall repair or replace conductor cables as necessary to maintain them in good operating condition.

E. When necessary, the Contractor shall replace guide shoes or rollers as required to ensure smooth and quiet operation.

F. Plunger packing on hydraulic elevators shall be replaced as necessary to keep re-leveling operations and oil leakage at the cylinder head to a minimum.

G. At intervals necessary to maintain standards of cleanliness, the Contractor shall brush lint and dirt from guide rails, overhead sheaves and beams, counterweight frames, car tops, bottoms of platforms and remove and dispose of dirt from machine room floor and pits. Collect normal oil leakage from the packing on hydraulic elevators and keep pit floor free of oil.

H. The Contractor shall keep the exterior of the machinery and other parts of the equipment subject to rust properly painted and presentable at all times.

I. The Contractor shall provide and keep current a suitable chart, posted in the elevator machine rooms of the building, on which entries shall be made to indicate the status of all servicing and maintenance work performed and shall indicate the date the work was performed.

1.07 EXCLUSION UNDER THIS CONTRACT:

A. Under this contract, the Contractor shall not be required to make renewals or repairs necessitated by reason of negligence or misuse of the equipment by persons other than the Contractor, his representatives and employees. The Contractor shall not be required under this agreement, to install new attachments such as may be recommended or directed by insurance companies, or by Federal, State, Municipal or other Governmental authorities. In addition, the following items are specifically excluded from this agreement:

B. The refinishing, repairs to and/or replacement of the elevator cab, hoistway door panels and frames and sills, buried piping, cylinders and plungers for hydraulic elevators.

C. Maintenance and repairs of power switches and feeders to controllers of the elevator, main line disconnect switches or circuit breakers.

1.08 SAFETY TESTS AND INSPECTION:

The Contractor shall make safety tests on all safety devices, governors, relief valves, etc. as required. Tests shall be conducted as described in the latest American Standards Association Inspection Manual in the presence of the appropriate representative or his authorized agent. The Contractor shall promptly correct any defects that may be found in testing and examining the safety devices without any additional charge. A written report of such tests shall be submitted to the Agency within 15 days after such tests. The Contractor shall have a station for personnel who are fully qualified to perform the work described herein, located within the area to be serviced. Such personnel shall have facilities immediately available which will permit them to attend the site of the work within a time of not more than one (1) hour after notification of need. Such time limit shall be predicated on normal conditions.
1.08 PARTS:

All parts used for replacement must be elevator manufacturer's parts or parts of equal quality.

1.10 SPARE PARTS:

A. Spare parts shall be genuine manufacturer's parts, or equivalent designed for the elevator on which they are to be used. The following spare parts shall be available at all times for immediate (within 24 hours) delivery and installation. The inventory shall include, but not be limited to:

1. Stator complete with windings for all A/C motors.
2. Door operator motors and gear reduction units.
3. Transformers and rectifiers for each type and size used.
4. Brake magnets, cores, coil and related items for the repair of the brake.
5. Controller and selector switch contacts and coils for each size used.
7. Hanger rollers for both car and hall doors.
8. Limit switches and terminal stopping switches.
10. All bearing.

B. The Contractor shall have and maintain on site, at all times, sufficient supply of genuine duplication parts of every contact, carbon, motor brush, shunt, connector, fuse, insulator, spring resistor, gib, guide shoe and such other switch parts, coils and materials necessary for emergency or quick replacement.

C. The Contractor shall be responsible for all costs incurred in obtaining wiring diagrams.

1.11 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, which standards are listed below in Article 1.19. The Agency reserves the right to dismiss any employee of the Contractor who violates these standards of conduct or who exhibits other deemed inappropriate by the Agency.

C. Employee ID Badges: Agency will provide pictured ID badges. Employees 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. 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.
1.12 PAYMENT TERMS

All payments made by CCSU to the Contractor will be after service has been performed, on a monthly basis. Prices must remain firm from date of award through the contract period.

1.13 NEW ELEVATORS

During the term of the resulting award CCSU may be adding new elevators to its fleet in conjunction with the construction of new buildings or the renovation of existing buildings. In such cases CCSU and the Contractor shall negotiate monthly maintenance rates for the new elevators using bid process as a baseline or standard for reference. Hourly rates shall remain the same.

The following elevators will be coming online in this contract period:

Engineering Building (2 Kone elevators) July 2021
Willard DiLoreto Parking Garage (2 Schindler elevators) Nov 2021

These elevators will be initially under warranty, but call response may be required.

1.14 TELEPHONE SUPPORT

There shall be no additional costs to the University for any telephone, email or video remote consultation or technical support.
Unless otherwise noted, all buildings are (1) elevator each

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<tr>
<td>Seth North</td>
<td>Lonsdale</td>
<td>Roped Hydraulic</td>
<td></td>
</tr>
<tr>
<td>Sheridan (2)</td>
<td>Kone</td>
<td>Traction</td>
<td></td>
</tr>
</tbody>
</table>

Continued
**CCSU RFQ 2021-11**

Unless otherwise noted, all buildings are (1) elevator each

<table>
<thead>
<tr>
<th>Building</th>
<th>Manufacturer</th>
<th>Type</th>
<th>Monthly Maintenance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ebenezer Bassett Hall (2)</td>
<td>Otis</td>
<td>Belt Driven Overhead Traction</td>
<td></td>
</tr>
<tr>
<td>Huang Recreation Center</td>
<td>Kone</td>
<td>MRL</td>
<td></td>
</tr>
<tr>
<td>Student Center</td>
<td>Lonsdale</td>
<td>Roped Hydraulic</td>
<td></td>
</tr>
<tr>
<td>Student Center Parking Garage</td>
<td>Thyssen</td>
<td>Hydraulic</td>
<td></td>
</tr>
<tr>
<td>Vance Academic Center (2)</td>
<td>Thyssen</td>
<td>Traction</td>
<td></td>
</tr>
<tr>
<td>Vance Academic Parking Garage</td>
<td>Canton Elevator</td>
<td>Roped Hydraulic</td>
<td></td>
</tr>
<tr>
<td>Vance Residence Hall (2)</td>
<td>Kone</td>
<td>Traction</td>
<td></td>
</tr>
<tr>
<td>Copernicus Parking Garage</td>
<td>Kone</td>
<td>Roped Hydraulic</td>
<td></td>
</tr>
<tr>
<td>Welte (1)</td>
<td>Motion Control</td>
<td>Hydraulic</td>
<td></td>
</tr>
<tr>
<td>Welte Parking Garage (3)</td>
<td>Baystate</td>
<td>Traction</td>
<td></td>
</tr>
<tr>
<td>Willard DiLoreto (2)</td>
<td>Kone</td>
<td>MRL</td>
<td></td>
</tr>
<tr>
<td>185 Main St/Downtown Campus</td>
<td>Westinghouse</td>
<td>Hydraulic</td>
<td></td>
</tr>
<tr>
<td><strong>New Engineering Building (2)</strong></td>
<td>Kone</td>
<td>future</td>
<td>TBA</td>
</tr>
<tr>
<td>Willard DiLoreto Parking Garage (2)</td>
<td>Schindler</td>
<td>future</td>
<td>TBA</td>
</tr>
<tr>
<td>Sheridan Hall Wheelchair Lift</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Gallaudet Hall Wheelchair Lift</td>
<td></td>
<td></td>
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<tr>
<td>Vance Academic Wheelchair Lift</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Welte Hall Wheelchair Lift</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Davidson Hall Wheelchair Lift</td>
<td></td>
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</tr>
</tbody>
</table>

**Total Monthly Cost**


Company Name________________________ Authorized Signature _______________
STATE OF BIDDER’S QUALIFICATIONS, CCSU RFQ 2021-11

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.

BIDDERS NAME:__________________________________
ADDRESS:________________________________________
_________________________________________________
_________________________________________________
Number of years company has been engaged in business under this name: ________years

List any contract awards to your company by the State of Connecticut within the last (3) years THAT YOU ACTUALLY PERFORMED SERVICES AGAINST. Indicate which State Agency, and provide contract name and number, and the name and telephone number of the Purchasing Agent administering the contract.

<table>
<thead>
<tr>
<th>Contract No.</th>
<th>Contract Description and State Agency</th>
<th>Purchasing Agent and Tel. No.</th>
</tr>
</thead>
<tbody>
<tr>
<td>____________</td>
<td>____________________</td>
<td>____________________________</td>
</tr>
<tr>
<td>____________</td>
<td>____________________</td>
<td>____________________________</td>
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<tr>
<td>____________</td>
<td>____________________</td>
<td>____________________________</td>
</tr>
</tbody>
</table>

List other name(s) your company goes by: __________________________________________________________

List at least three (3) contracts similar in nature to this INVITATION TO BID which demonstrate your company's ability to perform the required services.

<table>
<thead>
<tr>
<th>Company Name and Address</th>
<th>Telephone No.</th>
<th>Dollar Value</th>
<th>Contract Start/End Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.____________________</td>
<td>_____________</td>
<td>__________</td>
<td>_________________________</td>
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<tr>
<td>_________________________</td>
<td>_________________________</td>
<td>___________</td>
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<tr>
<td>2.____________________</td>
<td>_____________</td>
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<tr>
<td>3.____________________</td>
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<td>_________________________</td>
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<tr>
<td>4.____________________</td>
<td>_____________</td>
<td>__________</td>
<td>_________________________</td>
</tr>
<tr>
<td>_________________________</td>
<td>_________________________</td>
<td>___________</td>
<td></td>
</tr>
</tbody>
</table>
GENERAL INFORMATION ABOUT THE COMPANY CCSU RFQ 2021-11

COMPANY NAME:_________________________

Number of Employees: Full Time:_____________ Part Time:_____________

Total Asset Value:______________

Equipment Asset Value:______________

OWNER/OPERATOR:______PARTNERSHIP:______CORPORATION______

Is your company registered with the Office of the Connecticut Secretary of State?
YES______NO______ Registration Date; available,______

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

(PLEASE ATTACH AN ADDITIONAL SHEET IF NECESSARY)

Please list any administrative actions either pending review by the State, or determinations that the State has made regarding your company or corporation. This should include court judgments, and pending suits by a State or Federal Court. Include in your statement a list of OSHA violations, and any actions or orders pending or resolved with any State Agency such as The Department of Consumer Protection, the Department of Environmental Protection, etc. Please detail this information on a separate sheet of paper. Such information should be for the last three (3) years.

I HERBY CERTIFY THAT ALL THE INFORMATION SUPPLIED IS COMPLETE AND TRUE.

________________________________________
Signature                                      Date

________________________________________
Title

END OF DOCUMENT
REFERENCES

Proposals should include references from (preferably higher education) institutions of similar or the same size where your organization has provided services similar to those being requested at CCSU.

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

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

<table>
<thead>
<tr>
<th>References:</th>
<th>Institution</th>
<th>Contact</th>
<th>Telephone No.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reference #1</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>E-mail:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Reference #2</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>E-mail:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Reference #3</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>E-mail:</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Reference #4</td>
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<td></td>
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<tr>
<td>E-mail:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Reference #5</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>E-mail:</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
The contract to be awarded is subject to contract compliance requirements mandated by Sections 4a-60 and 4a-60a of the Connecticut General Statutes; and, when the awarding agency is the State, Sections 46a-71(d) and 46a-81i(d) of the Connecticut General Statutes. There are Contract Compliance Regulations codified at Section 46a-68j-21 through 43 of the Regulations of Connecticut State Agencies, which establish a procedure for awarding all contracts covered by Sections 4a-60 and 46a-71(d) of the Connecticut General Statutes.

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

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

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

INSTRUCTIONS AND OTHER INFORMATION

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

## PART II - Bidder Nondiscrimination Policies and Procedures

| 1. Does your company have a written Affirmative Action/Equal Employment Opportunity statement posted on company bulletin boards? Yes__ No__ | 7. Do all of your company contracts and purchase orders contain nondiscrimination statements as required by Sections 4a-60 & 4a-60a Conn. Gen. Stat.? Yes__ No__ |
| 2. Does your company have the state-mandated sexual harassment prevention in the workplace policy posted on company bulletin boards? Yes__ No__ | 8. Do you, upon request, provide reasonable accommodation to employees, or applicants for employment, who have physical or mental disability? Yes__ No__ |
| 3. Do you notify all recruitment sources in writing of your company’s Affirmative Action/Equal Employment Opportunity employment policy? Yes__ No__ | 9. Does your company have a mandatory retirement age for all employees? Yes__ No__ |
| 4. Do your company advertisements contain a written statement that you are an Affirmative Action/Equal Opportunity Employer? Yes__ No__ | 10. If your company has 50 or more employees, have you provided at least two (2) hours of sexual harassment training to all of your supervisors? Yes__ No__ NA__ |
| 5. Do you notify the Ct. State Employment Service of all employment openings with your company? Yes__ No__ | 11. If your company has apprenticeship programs, do they meet the Affirmative Action/Equal Employment Opportunity requirements of the apprenticeship standards of the Ct. Dept. of Labor? Yes__ No__ NA__ |
| 6. Does your company have a collective bargaining agreement with workers? Yes__ No__ | 12. Does your company have a written affirmative action Plan? Yes__ No__ |
| 6a. If yes, do the collective bargaining agreements contain non-discrimination clauses covering all workers? Yes__ No__ | If no, please explain. |
| 6b. Have you notified each union in writing of your commitments under the nondiscrimination requirements of contracts with the state of Ct? Yes__ No__ | 13. Is there a person in your company who is responsible for equal employment opportunity? Yes__ No__ |

## Part III - Bidder Subcontracting Practices

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

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

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

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

**Date:**

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

**FORMAL ON THE JOB Trainees**

| Apprentices | | | | | | | | | | | |
| Trainees | | | | | | | | | | | |

* 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)

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

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

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

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

| (Signature) | (Title) | (Date Signed) | (Telephone) |
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 _______________________________.

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

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
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STATE OF CONNECTICUT
GIFT AND CAMPAIGN CONTRIBUTION CERTIFICATION

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

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

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

GIFT CERTIFICATION:

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

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

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

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

Lawful Campaign Contributions to Candidates for Statewide Public Office:

<table>
<thead>
<tr>
<th>Contribution Date</th>
<th>Name of Contributor</th>
<th>Recipient</th>
<th>Value</th>
<th>Description</th>
</tr>
</thead>
<tbody>
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</table>

Lawful Campaign Contributions to Candidates for the General Assembly:

<table>
<thead>
<tr>
<th>Contribution Date</th>
<th>Name of Contributor</th>
<th>Recipient</th>
<th>Value</th>
<th>Description</th>
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<tbody>
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</table>

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)
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:

<table>
<thead>
<tr>
<th>Consultant’s Name and Title</th>
<th>Name of Firm (if applicable)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Start Date</td>
<td>End Date</td>
</tr>
<tr>
<td>Description of Services Provided:</td>
<td>Cost</td>
</tr>
</tbody>
</table>

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

Printed Name (of above)  Awarding State Agency

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

Commissioner of the Superior Court  
or Notary Public

My Commission Expires
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INTENTIONALLY
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 request for quotation.

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. The time and date proposals are to be received and opened are stated in each RFP issued by CSU. Proposals received in the applicable CSU purchasing department after the date and time specified in the RFP will be returned to the proposer unopened. Proposal amendments received by CSU after the time specified for opening of proposals shall not be considered.

3. All proposals must be addressed to the location designated in the RFP. Proposal envelopes must clearly state the proposal number as well as the date and time of the opening of the proposals, as stated in the RFP. The name and address of the proposer must appear in the upper left hand corner of the envelope.

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

5. 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.

6. 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.

7. 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.

8. 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.

9. 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.

10. CSU does not sponsor any one manufacturer’s products, but lists equipment by name and model number to designate the quality and performance level desired. Proposers may propose substitutes similar in nature to the equipment or product specified in the RFP, or offer a clear advantage to CSU because of improved or superior performance. All proposals including equipment or product substitutes must be accompanied with current descriptive literature on, and data substantiating, the equal or superior nature of the substitute. All final decisions concerning substitutes will be made by CSU prior to any award. The word substitute shall not be construed to permit substantial departure from the detailed requirements of the specifications.

11. Each proposer’s prices must be firm for a period up to 60 days from date of the opening of proposals. Prices must be extended in decimal, not fraction, must be net, and must include transportation and delivery charges, fully prepaid by the contractor, to the destination specified in the proposal, and subject only to cash discount.
12. 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.

13. If there is a discrepancy between a unit price and an extended price, the unit price will govern.

14. 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.

15. It is the proposer’s responsibility to check the website of the State of Connecticut Department of Administrative Services (www.das.state.ct.us/Purchase/Portal/Portal_Home.asp) for changes prior to the proposal opening. It is the responsibility of the proposer to obtain all information related to proposal submission including, without limitation, any and all addenda or supplements required.

16. Any person contemplating submitting a proposal who is in doubt as to the true meaning of, or is in need of clarification of, any part of the RFP or the specifications set forth therein, must submit a written request for clarification to CSU. The proposer may rely only upon a response to a request for clarification set forth in writing by CSU.

17. 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.

18. Each proposer must complete and submit with its proposal the following non-discrimination and affirmative action forms: the Notification to Proposers, Contract Compliance, and EEO-1. It shall not be sufficient to declare or state that such forms are on file with the State of Connecticut. Failure to include the required forms shall result in rejection of the proposal.

Central Connecticut State University is an equal opportunity employer. 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.
Notice to Executive Branch State Contractors and Prospective State Contractors of Campaign Contribution and Solicitation Limitations

This notice is provided under the authority of Connecticut General Statutes §9-612(g)(2), as amended by P.A. 10-1, and is for the purpose of informing state contractors and prospective state contractors of the following law (italics are defined on the reverse side of this page).

Campaign Contribution and Solicitation Limitations

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

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

On and after January 1, 2011, no state contractor, prospective state contractor, principal of a state contractor or principal of a prospective state contractor, with regard to a state contract or state contract solicitation with or from a state agency in the executive branch or a quasi-public agency or a holder, or principal of a holder of a valid prequalification certificate, shall knowingly solicit contributions from the state contractor’s or prospective state contractor’s employees or from a subcontractor or principals of the subcontractor on behalf of (i) an exploratory committee or candidate committee established by a candidate for nomination or election to the office of Governor, Lieutenant Governor, Attorney General, State Comptroller, Secretary of the State or State Treasurer, (ii) a political committee authorized to make contributions or expenditures to or for the benefit of such candidates, or (iii) a party committee.

Duty to Inform

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

Penalties for Violations

Contributions or solicitation of contributions made in violation of the above prohibitions may result in the following civil and criminal penalties:

Civil penalties—Up to $2,000 or twice the amount of the prohibited contribution, whichever is greater, against a principal or a contractor. Any state contractor or prospective state contractor which fails to make reasonable efforts to comply with the provisions requiring notice to its principals of these prohibitions and the possible consequences of their violations may also be subject to civil penalties of up to $2,000 or twice the amount of the prohibited contributions made by their principals.

Criminal penalties—Any knowing and willful violation of the prohibition is a Class D felony, which may subject the violator to imprisonment of not more than 5 years, or not more than $5,000 in fines, or both.

Contract Consequences

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

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

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

Additional information may be found on the website of the State Elections Enforcement Commission, www.ct.gov/seeec. Click on the link to “Lobbyist/Contractor Limitations.”
DEFINITIONS

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

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

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

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

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

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

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

“Solicit” means (A) requesting that a contribution be made, (B) participating in any fund-raising activities for a candidate committee, exploratory committee, political party or party committee, including, but not limited to, forwarding tickets to potential contributors, receiving contributions for transmission to any such committee or bundling contributions, (C) serving as chairperson, treasurer or deputy treasurer of any such committee, or (D) establishing a political committee for the sole purpose of soliciting or receiving contributions for any committee. Solicit does not include: (i) making a contribution that is otherwise permitted by Chapter 153 of the Connecticut General Statutes; (ii) giving any person of a position taken by a candidate for public office or a public official, (iii) notifying the person of any activities of, or contact information for, any candidate for public office, or (iv) serving as a member in any party committee or as an officer of such committee that is not otherwise prohibited in this section.

“Subcontractor” means any person, business entity or nonprofit organization that contracts to perform part or all of the obligations of a state contractor’s state contract. Such person, business entity or nonprofit organization shall be deemed to be a subcontractor until December thirty-first of the year in which the subcontract terminates. “Subcontractor” does not include (i) a municipality or any other political subdivision of the state, including any entities or associations duly created by the municipality or political subdivision exclusively amongst themselves to further any purpose authorized by statute or charter, or (ii) an employee in the executive or legislative branch of state government or a quasi-public agency, whether in the classified or unclassified service and full or part-time, and only in such person’s capacity as a state or quasi-public agency employee.

“Principal of a subcontractor” means (i) any individual who is a member of the board of directors of, or has an ownership interest of five percent or more in, a subcontractor, which is a business entity, except for an individual who is a member of the board of directors of a nonprofit organization, (ii) an individual who is employed by a subcontractor, which is a business entity, as president, treasurer or executive vice president, (iii) an individual who is the chief executive officer of a subcontractor, which is not a business entity, or if a subcontractor has no such officer, then the officer who duly possesses comparable powers and duties, (iv) an officer or an employee of any subcontractor who has managerial or discretionary responsibilities with respect to a subcontract, (v) the spouse or a dependent child who is eighteen years of age or older of an individual described in this subparagraph, or (vi) a political committee established or controlled by an individual described in this subparagraph or the business entity or nonprofit organization that is the subcontractor.
The CCSU Office of Environmental Health and Safety (EH&S) remains committed to providing a safe work place environment for its students, faculty, staff and contractors. The following procedures have been put into place for all contractors to follow with all work both routine and emergency. Failure to comply will lead to job stoppage, employee suspension or removal and possible loss of contract work.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

November 5, 2009

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

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

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

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

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

Sincerely

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

xc: Bachoo, Magnan, Cintorino, Scarlett, Karas