



**Request for Quotation**  
**#COSC-082406**  
**Lawn Mowing, Landscaping, and**  
**Sweeping Services**

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Charter Oak State College (COSC) is seeking quotations for lawn mowing, landscaping, and sweeping/spring cleanup services at our main campus located at 55 Paul J. Manafort Drive, New Britain CT. This is a Request For Quotation **ONLY**, and is **NOT** an authorization to begin or provide any services.

**SBE/MBE/WBE Preference**

This Request for Quotation does **NOT** have Set-Aside restrictions. However, preference **WILL BE GIVEN** to companies who participate in the Set-Aside program for Connecticut **SBE/MBE/WBE** businesses currently registered with the State of Connecticut Supplier Diversity Program. A Copy of your current certification **MUST** accompany your response to this Request for Quotation if you claim Set-Aside privileges.

**Scope**

Contractor agrees to provide all labor, materials, equipment, and supplies for the following services at Charter Oak State College (COSC) in accordance with the following specifications. The Contractor is responsible for the total acreage of lawn area. Adjustments or corrections will not be allowed after the bid is submitted.

**General**

- The Contracted Staff (hereinafter called the Contractor) will provide the listed lawn cutting, landscaping and sweeping/spring cleanup services for Charter Oak State College (hereinafter called "the College").
- The bid award will be based in part upon the inspection of the Contractors equipment scheduled to be used on campus. (**Note:** An Equipment Inventory **MUST** be submitted with your response.) All equipment must be kept in good working order. All safety guards, grass shoots, roll bars, etc. are to be installed and kept on all equipment in accordance with manufacturers' specifications and OSHA regulations.
- Lawn mowing will be for an estimated (8) month period (weather-permitting) from April 1 through November 30 (however this current requirement will commence on or around September 1, 2006). The contract will commence only upon issuance of a purchase order from the College's Business Office. In the event of unseasonably warm weather or earlier than anticipated winter conditions, the College may add and/or remove an additional month or months to the contract.
- The College reserves the right to renew this contract, for any or all items, with the consent of the Contractor, for (4) additional one (1) year periods or any monthly interval thereof. Invoices must be billed on a monthly basis, with payment occurring after service have been rendered for the month.

## **Areas and Lawn Mowing Time Schedule**

- **Work-Week:** Except as otherwise noted, Contractor shall perform all listed services on weekdays (Monday-Friday), between the hours of 7:00 AM and 6:00 PM. Assigned workdays cannot be changed without the permission of the College. The College may require the Contractor to alter workdays or work hours in order to meet special College or scheduled needs (i.e.: graduation). These services shall involve no additional cost to the College.
- **Coordination with other College Construction or Renovation Activities:** Contractor shall coordinate grass cutting activities with any College 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. Contractor agrees not to charge the College for any new construction site maintenance for the period of the contract.
- These services shall include, but are not limited to, the provision of the correct number of personnel to accomplish the lawn mowing activities on the minimum of a weekly basis. Contracted employees shall perform tasks as assigned by the College. Requests from College personnel should be honored whenever possible. Any problems with assigned tasks or complaints on working conditions shall be directed to the designated College representative.

## **Lawn Mowing Schedule and Program**

- The Contractor shall submit to the College Representative, prior to beginning work under this contract, a program for complete and proper lawn mowing and weed whacking services. The schedule and program should include, but is not limited to, the following:
  - o A description, detailed by location assignments, supervisory assignments, and inspection procedures.
  - o The total number of employees involved in each phase of the contract, and the total projected man-hours in performing lawn mowing and landscaping services.
  - o A proposed plan for service-level maintenance in the event of employee sickness, vacation, or unplanned absence.
- The Contractor shall not commence work under this contract until the lawn mowing/weed whacking/landscaping program has been reviewed and approved by the College. Contractor shall comply with all requirements of the approved schedule and program.

## **Lawn Mowing/Edging**

- The Contractor shall provide complete lawn mowing and trimming services within the boundaries of the College according to the Campus Map - Attachment A, of all lawn areas around the building and parking lot. Trimming includes but is not limited to, around the building, trees, sidewalks, fence rails, telephone poles, fences, etc.
  - o Cutting height shall be 2" (two inches).
  - o Mowing shall be done once a week on a schedule mutually agreed upon by the Contractor and the College. Contractor should submit a seasonal-based mowing quotation (April-May, June-July, August, etc.)
  - o Rake, sweep, and otherwise remove all grass trimmings and debris from sidewalks, stairs, lawns, etc.
  - o Contractor will be responsible for removing all debris from the College grounds for disposal at the Contractors' off-site location. College dumpsters or trash receptacles cannot be used for this purpose. Such cost shall be included in the response to this RFQ.
- **Edging:** Lawn areas that abut pavement, curbing, steps, and sidewalks are to be edged once every three (3) weeks. Any other shrubs, flower beds and 21 trees on the property are to be edged every three weeks beginning April 15<sup>th</sup> until November 1.
- **Walk-Through Inspections:** The Contractors representative will be required to schedule and attend a monthly walk-through and inspection – or more frequently, as required - with a

designated College representative (or such other mutually agreed-upon schedule). The Contractor shall then compile a written list of deficiencies and concerns that the College may have and shall furnish a copy to the College representative. A written response to the deficiencies and concerns will be furnished to the College along with a plan and schedule for corrective action.

### **Landscaping**

- Landscaping services shall be performed as required to ensure that all areas, flower beds, brush, and trees on the College's property are properly maintained (neat, orderly, attractive). Contractor shall provide and apply mulch, lime, and fertilizer (minimum of once/year), perimeter edging, and other products as required to ensure the grounds remain attractive and neat. Any landscaping, pruning and/or cutting of any brush, trees, or any other flora – other than general weeding of flowerbed and tree ring areas - shall be done only after consultation with the designated College representative. Weeding of flowerbed areas shall be done as required to maintain the general attractive appearance of the College's property.

### **Spring Clean Up**

A separate Purchase Order will be issued for Spring Clean Up each year under the terms of this contract. Spring Clean Up shall include:

- Sweeping of the allocated parking lot and sidewalk areas to ensure removal of all collected sand, debris, and trash as outlined in "**Sweeping Responsibilities**" found below.
- cleanup of trash and accumulated debris on the College grounds
- clean out of flowerbeds, tree rings, and lawn areas of debris, and raking of leaves
- Any other services required to ensure an attractive appearance of the College grounds at the conclusion of the winter season
- The Contractor is responsible to haul away and dispose of all collected/cleaned-up materials to his own off-site location. Such cost shall be included in the response to this RFQ
- The date for such clean up shall be scheduled only after a Purchase Order has been issued by the College and a date has been agreed upon between the College representative and the Contractor. The Contractor will perform any subsequent cleanup in the event any unexpected winter weather requires additional attention for clean up to the College grounds
- Itemize quotation costs for Sweeping, mulch application, fertilizer application, pruning and trimming, and any other standard Spring Clean Up item which the Contractor may suggest that is not specifically mentioned above.

### **Fall Clean Up**

A separate Purchase Order will be issued for Fall Clean Up each year under the terms of this contract. Fall Clean Up shall include:

- cleanup of trash and accumulated debris on the College grounds
- clean out of flowerbeds, tree rings, and lawn areas of debris, and raking of leaves
- Any other services required to ensure an attractive appearance of the College grounds at the conclusion of the fall leaf season, plus any contractor-recommended plant or foliage protection in preparation for winter.
- The Contractor is responsible to haul away and dispose of all collected/cleaned-up materials to his own off-site location. Such cost shall be included in the response to this RFQ
- The date for such clean up shall be scheduled only after a Purchase Order has been issued by the College and a date has been agreed upon between the College representative and the Contractor. The Contractor will perform any subsequent cleanup in the event any unexpected fall weather requires additional attention for clean up to the College grounds
- Itemize quotation costs for any other standard Fall Clean Up item which the Contractor may suggest that is not specifically mentioned above.

## **Sweeping Responsibilities**

A separate Purchase Order(s) will be issued for Sweeping as required for each sweeping occurrence/requirement under the terms of this contract.

- The Contractor shall provide complete sweeping services, within the boundaries of the College, of all areas around the building and parking lot.
  - o **Parking Lot:** Contractor shall machine sweep (manual where necessary) the College-allocated parking lot area (35 spaces) at least twice (2X) annually – including Spring Clean Up, but more often if hazardous conditions exist. It is the Contractors responsibility to keep the College-allocated parking lot area (35 spaces) clear of debris and any hazardous conditions at all times. Recommended sweeping periods are at the conclusion of the winter snow removal season – around/about April 15<sup>th</sup> through the 30<sup>th</sup>, and immediately after Labor Day. The College Business Office will schedule the twice/year parking lot sweeping with the Contractor.
  - o **Sidewalks and Exterior Stairways:** Contractor shall machine sweep or manually sweep all ramps, sidewalks, and exterior stairways at least twice (2X) annually – including Spring Clean Up, but more often if hazardous conditions exist. It is the Contractors responsibility to keep all ramps, sidewalks, and exterior stairways clear of debris and any hazardous conditions at all times. Recommended sweeping periods are at the conclusion of the winter snow removal season – around/about April 15<sup>th</sup> through the 30<sup>th</sup>, and immediately after Labor Day. The College Business Office will schedule the twice/year ramps, sidewalks, and exterior stairways sweeping with the Contractor.
  - o **Sand Removal:** During the winter season, the College uses sand for snow and ice control. Contractor is responsible for the removal of sand from all areas of the College grounds including all ramps, sidewalks, and exterior stairways, fence lines, and the College-allocated parking lot area (35 spaces). Upon cessation of the winter storm season, all sand must be removed from all aforementioned areas of the College grounds within 30 days. The Contractor and College representative shall conduct a property walk-through during this period to determine that all sand has been removed to the satisfaction of the College. Failure to remove all sand within the 30-day period will result in the College back-charging the Contractor for the costs to have the sand removed by another Contractor.

## **Employee Qualifications**

- Contractor may employ only those individuals who possess a command of the English Language sufficient to permit dialogue with College personnel. This minimum language competency is essential to permit discussion of College concerns and requirements and to understand the proper instructions in all situations.
- All employees and agents of the Contractor shall be subject to the jurisdiction of the designated College representative when performing services on College property. Each employee must comply with the “Standards of Conduct” applicable to all College employees, the standards of which are listed below. The College reserves the right to dismiss any Contractor employee who violates these Standards of Conduct, or who exhibits any other conduct deemed inappropriate by the College.
- **Employee ID Badges:** The College may elect to issue ID Badges to Contractor employees. If issued, any Contractor employee MUST wear/display the ID Badge at all times while performing work under this contract.
- **Employee Discharge:** The College may, at its discretion, recommend discharge of any employee of the Contractor found to be in violation of these standards, or in violation of any other standards issued by the College from time to time, as required, to promote and protect the health, safety, and welfare of the College community.
- Contractor shall employ only those individuals of good moral character and with a technical knowledge of their duties sufficient to carry out such duties. Contractor shall also provide

proper additional training for those employees who exhibit poor understanding or implementation of proper procedures.

### **Supervision and Reporting**

The Contractor shall submit an organizational chart showing the structure of the management team from on-site supervisory staff up to the local division manager or person ultimately responsible for the performance of this contract.

The Contractor or Contractors' Representative must report to the College Reception area to sign in at the beginning of each shift and sign out at the completion of each shift. The sign-in/sign-out log will constitute a record of the Contractors compliance with the terms of this contract and ascertain, along with the checklist cited below, the performance of the work being invoiced.

The Contractor shall supply a competent and thoroughly trained on-site supervisor to check, inspect, and maintain records of all work performed. Supervisor shall possess and demonstrate a thorough knowledge and understanding of the designated work assignments, of the tools and equipment employed in the execution of this contract, and the rules, regulations, and standards of the College.

The Contractor's supervisor must inspect all job sites during the execution of the work to ascertain that all personnel are performing in accordance with the specifications of this contract. The working supervisor shall also certify in writing by completion of a mutually-agreed-upon and signed checklist, at the completion of each function, that each area is cleaned and maintained, and that the work is completed, in accordance with the provisions of this contract. The College reserves the right to revise the checklist and make necessary changes as required.

### **Employee Standards of Conduct**

The College has developed specific Standards of Conduct deemed necessary to ensure the orderly and efficient performance of duties and services at the College and to protect the health, safety and welfare of all members of the College community. In accordance with those standards, the following items are strictly prohibited:

- Use or possession of drugs or alcohol;
- Possession of firearms;
- Smoking in College buildings;
- Harassment (Sexual, Racial, or otherwise) or intimidation of any member of the College community;
- Violation of applicable traffic or public safety regulations or of College rules and procedures;
- Unauthorized use of College vehicles, equipment, or property;
- Use of College telephones for personal business;
- Unauthorized duplication or possession of College keys;
- Transfer of personal identification cards or of parking passes to any unauthorized person;
- Conduct or behavior that endangers the health, safety, and welfare of any member of the public or College community;
- Interference with the work of other employees;
- Work attire other than the specified uniform;
- Load, vulgar behavior or the use of profanity;

The College 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 College from time to time, as required to protect the health, safety, and welfare of the College community.

### **Contract Cancellation**

The College reserves the right to cancel the contract for any reason beneficial to the College upon thirty (30) days written notice to the Contractor.

## Insurance

- An Insurance Certificate is required. The Contractor shall supply and pay for public liability insurance in the amount of ONE MILLION (\$1,000,000) DOLLARS, combined single limit, for bodily injury and property damage covering the Contractor's operations. This Certificate of Insurance shall name Charter Oak State College as a named insured. The Certificate of Insurance shall be mailed to Charter Oak State College, Attention: Business Office. The Contractor shall maintain the above coverage for the entire term of the contract and shall notify the College in writing of any termination or change in the coverage. The Contractor shall also carry Workers Compensation Insurance in limits prescribed by State Statute.
- Protective Liability Insurance for and in the name of the State of Connecticut: With respect to the operations performed by the Contractor, and those performed for him by any subcontractor, the Contractor shall carry for and in behalf of the State of Connecticut, insurance providing for a total limit of ONE MILLION (\$1,000,000) DOLLARS for all damages arising out of bodily injuries to or death of all persons in any one accident or occurrence, and all damages arising out of injury to or destruction of property in any one accident or occurrence, and subject to that limit per accident, a total aggregate of TWO MILLION (\$2,000,000) DOLLARS for any damages arising out of bodily injuries to or death of all persons in any one accident or occurrence, and out of injury to or destruction of property during the policy period.

Unless otherwise requested by the State of Connecticut, the Contractor and his insurer shall waive governmental immunity as a defense and shall not use the defense of governmental immunity in the adjustment of claims or in the defense of any lawsuit brought against the State. The Contractor shall assume and pay for all costs and billings for premiums and audit charges earned and payable under the required insurance.

- Contractors Public Liability and Property Damage Insurance: With respect to the operations performed by the Contractor, and those performed for him by any subcontractor, the Contractor shall carry regular Contractors Public Liability Insurance for a total limit of ONE MILLION (\$1,000,000) DOLLARS for all damages arising out of bodily injury or death of all persons in any one accident or occurrence, and for all damages arising out of injury to or destruction of property in any one accident or occurrence, and subject to that limit per accident, a total or aggregate limit of TWO MILLION (\$2,000,000) DOLLARS for any damages arising out of bodily injuries or death of all persons on any one accident or occurrence, and out of injury to or destruction of property during the policy period.

The operation of all motor vehicles, including those hired or borrowed, used in conjunction with the Contractor shall be covered by Automobile Insurance in the following amounts: Total Limit of FIVE HUNDRED THOUSAND (\$500,000) DOLLARS for all damages arising out of bodily injuries to or death of all persons in any one accident or occurrence, and for all damages arising out of injury to or destruction of property in any one accident or occurrence, and subject to that limit per accident, a total or aggregate limit of ONE MILLION (\$1,000,000) DOLLARS for all damages arising out of bodily injury to or death of all persons in any one accident or occurrence and out of injury to or destruction of property during the policy period.

- Contractual Liability Insurance: The Contractor shall provide insurance which shall at all times indemnify and save and hold harmless the State of Connecticut, the College and their respective officers, agents and employees, on account of any and all claims, damages, losses, litigation, expenses, counsel fees, and compensation arising out of injuries (including death) sustained by or alleged to have been sustained by the officers, agents, or employees of said State Agency or of the Contractor, his subcontractor or material men, and from injuries (including death) sustained by or alleged to have been sustained by the public, any and all

persons on or near the work, or by any person or property, real or personal (including property of said State or Agency) caused in whole or in part by the acts, omissions, or neglect of the Contractor, including but not limited to any neglect in safeguarding the work or through the use of unacceptable materials in performing the work, of any Contractor, and subcontractor, material men, or anyone directly or indirectly employed by them or any of them while engaged in the performance of the Contract, including the entire elapsed time from the date ordered to start work until the completion as certified by the College.

Unless requested otherwise by the State of Connecticut, the Contractor and his insurer shall waive governmental immunity as a defense and shall not use the defense of governmental immunity in the adjustment of claims or in the defense of any lawsuit brought against the State. The Contractor shall assume and pay for all costs and billings for premiums and audit charges earned and payable under the required insurance.

- Workers Compensation Insurance: With respect to all operations performed by the Contractor and all those performed for the Contractor by his subcontractors, the Contractor shall carry workers compensation insurance in accordance with the requirements of the laws of the State of Connecticut.
- Termination or Change of Insurance: Each insurance policy shall be endorsed to provide that the insurance company shall notify the College by certified mail at least thirty (30) days in advance of termination of or any change in policy. All notices shall be sent to the College to the attention of the Business Office. No change shall be made without prior written approval of the College's Business Office.

The Contractor shall keep all required insurance in continuous effect until the College determines that the Contractor has fulfilled all of its' obligations under the contract.

- Claims: Each insurance policy shall state that the insurance company shall agree to investigate and defend the insured against all claims for damages, even if groundless.
- Compensation: There shall be no direct compensation allowed the Contractor on account of any premium or other charge necessary to take out and keep in effect all insurance or bonds, but costs thereof shall be included in the general cost of the work.
- Deductible Clause: Insurance contracts required under this section shall NOT contain a deductible clause.
- Damage: The Contractor shall make prompt restitution to the College in the form of cash, replacement, or repairs (subject to the approval of the College), in the settlement of any damage to the College or tenant-owned property caused by the Contractor, its agents or employees.

### **Contractors Default/Termination of Contract**

Written Notice: In the event the Contractor fails to perform in accordance with any of the terms, conditions, or obligations of this agreement, the College shall notify the Contractor, in writing, of the specific nature of the Contractors default. If the Contractor fails to correct or remedy said default within three (3) calendar days of Contractors receipt of the written notice from the College, the College may, at its discretion, terminate the agreement. The College shall provide the Contractor with written notice of the termination by certified mail, return receipt requested, and said termination will be effective as of the postmark date of said certified mail notification.

## **Additional Terms**

**Payment:** All payments made by the State of Connecticut to the Contractor will be made after the service has been performed, on a monthly basis. Terms of the contract and any purchase order issued under said contract will be Net 45 days. Prices must remain firm from date of award through the entire contract period.

## **General Instructions to Suppliers**

Suppliers who are furnished a copy of this RFP are requested to submit a receipt acknowledgement as soon as possible, to ensure timely receipt of potential corrections or cancellations. Those not intending to make a proposal are asked to submit a negative reply.

RFP responses must be in sealed envelopes upon which a clear indication has been made of the RFP reference title, as well as the date and time the bid is due. The supplier's name and address must appear on the envelope.

Supplier must answer all the questions and supply all required materials to be considered. Any proposal submitted must include termination procedures, if either the contractor or COSC determine that termination becomes necessary for reasons including but not limited to failure to perform.

The State of Connecticut is exempt from the payment of excise, transportation, and sales taxes imposed by the Federal government and/or the State of Connecticut. Such taxes must not be included in prices.

An authorized official must sign the proposal. The proposal must also provide the name, title, address and telephone number for individuals with authority to negotiate and contractually bind the company or individuals. Please provide the name and number of the person to contact for the purpose of clarifying the contract.

## **Bid Criteria**

- Price (40%)
- Ability to perform in a timely fashion (20%)
- Availability of Proper Equipment to provide the Services required (20%)
- Supplier References (20%)

## **Rights Reserved to COSC**

COSC reserves the right to award in part, reject any and all proposals in whole or in part, award to multiple contractors, to waive technical defects, irregularities and omissions if, in its judgment, the best interest of COSC is served. COSC reserves the right to negotiate with any bidder prior to awarding a contract, and to negotiate with any contractor during the life of any subsequent contract.



## **Supplier Information:**

Please provide the following in your proposal:

- The Name and location of your company.
- The location of the office that will be serving the Charter Oak State College.
- A brief general description of your business, including the primary line of business.
- What percentage of your total client base is made up of public and private higher education institutions
- The number of years your company has been in business.
- Is your company a subsidiary of another corporation? If so, what is the name of the parent company?
- The number of personnel employed by your company.
- The availability of the staff offered in your proposal.
- A full inventory of equipment to be used to satisfy this requirement
- Eligibility of State of Connecticut Small Business or Minority Business Enterprise, if applicable
- Client Base

Provide specific reference information for three clients you have served, relevant to the work proposed, to include:

- Organization name and location
- Starting date of service
- Relevant volume statistics
- Contact name, title and telephone number
- The references must be relevant to services performed in the last 36 months, and shall include their level of acceptance of those services.
- All bidders must disclose any pending litigation or debarment involving the bidding firm related to duties to be performed within this RFP. Disclosure will be a factor considered when evaluating bidders, but failure to disclose will cause rejection of your bid

## **Proposal Submission Requirements**

Describe how you or your firm proposes to provide the necessary services. Please respond to each item identified.

Note a supplier must not subcontract any portion of this RFP without the express written approval of the COSC.

One (1) original and four (4) copies of complete proposal shall be submitted prior to 2:00pm E.S.T. on **September 15, 2006** and should be sent to the attention of:

Purchasing Manager  
**Re: COSC-082406**  
Charter Oak State College  
85 Alumni Road  
Newington, CT 06111-1802

Please Note: Faxed, E-Mailed, or late responses will be automatically rejected.

Finalists will be selected by September 29, 2006. Services may be required to begin as early as October 1, 2006.

## **STATEMENT OF CONTRACT CONDITIONS**

Any prospective contractors must be willing to adhere to the following conditions and must positively state them in the Proposal:

1. Acceptance or Rejection by the State—The State reserves the right to accept or reject any or all Proposals submitted for consideration.
2. Conformance with Statutes—Any contract awarded as a result of this RFQ must be in full conformance with statutory requirements of the State of Connecticut and the Federal Government.
3. Ownership of Proposals—All Proposals in response to this RFQ are to be the sole property of the State, and subject to the provisions of Section 1-19 of the Connecticut General Statutes (Re: Freedom of Information).
4. Ownership of Subsequent Products—Any product, whether acceptable or unacceptable, developed under a contract awarded as a result of this RFQ is to be the sole property of the State unless stated otherwise in the RFQ or contract.
5. Timing and Sequence—Timing and sequence of events resulting from this RFQ will ultimately be determined by the State.
6. Stability of Proposed Prices—Any price offerings from suppliers must be valid for a period of 120 days from the due date of supplier Proposals.
7. Negotiations of RFQ—Any negotiations made between a supplier and the agency or employee must be formalized by a written agreement.
8. Amending or Canceling Requests—The State reserves the right to amend or cancel this RFQ, prior to the due date and time, if it is in the best interests of the agency and the State.
9. Rejection for Default or Misrepresentation—the State reserves the right to reject the Proposal of any supplier, which is in default of any prior contract or for misrepresentation subsequent to a hearing before the agency.
10. State's Clerical Errors in Awards—The State reserves the right to correct inaccurate awards resulting from its clerical errors.
11. Rejection of Qualified Proposals—Proposals are subject to rejection in whole or in part if they limit or modify any of the terms and conditions and/or specifications of the RFQ.
12. Supplier Presentation of Supporting Evidence—A supplier, if requested, must be prepared to present evidence of experience, ability, service facilities, and financial standing necessary to satisfactorily meet the requirements set forth or implied in the Proposal.

## **POLICY STATEMENT**

The State Board for Academic Awards recognizes its responsibility to the principles of affirmative action and equal opportunity and is committed to ensuring that these principles are carried out by Charter Oak State College with conviction and effort. The Board also recognizes that the purpose of this commitment to affirmative action is to overcome the present effects of past discrimination. A detailed results-oriented program must be implemented to combat such discrimination and achieve affirmative action.

The Board for State Academic Awards is the governing board for Charter Oak State College and, as such, is a constituent unit of the state system of public higher education.

As Executive Director for the Board for State Academic Awards and President of Charter Oak State College, I pledge this affirmative action and equal employment opportunity program as an immediate and necessary agency objective. I am fully committed to the successful implementation of the program's objectives, provisions and procedures. Annual evaluations for managerial staff will include assessments of responsibilities to these provisions. This plan and future ones shall evidence my commitment to achieve the goals and timetables as identified.

There are major differences between Equal Employment Opportunity and Affirmative Action:

Equal Employment Opportunity means showing neutrality with regard to race, color, sex, national origin, religion, marital status, ancestry, age, disability, mental retardation, present or past history of mental disorder or criminal record of employees or applicants (a/k/a protected groups) in an employment context or decision;

In contrast, Affirmative Action is necessary because it helps guarantee the full and fair employment participation of protected classes by requiring the agency to do above and beyond normal employment practices in order to correct any imbalance in the work force.

This Policy Statement is based on the spirit and letter of state and federal anti-discrimination laws, regulations and executive orders. Enclosed is an attachment of these laws, which mandate and regulate our plan and program.

In accordance with the attached legal requirements, every agency staff member will share in the responsibility to implement this policy in all aspects of the employment process, including recruitment, selection, compensation, assignment, promotion and up-grading, training, transfer, discipline, termination, layoff and recall, and all other terms, conditions and privileges of employment. The Affirmative Action Officer will monitor all activities undertaken in these areas and shall take reasonable action in relation to problems disclosed, such as to make recommendations for policies and procedures which will eliminate actual or potential problems, establish goals and timetables which recognize the race, sex or national origin of employees and applicants for employment.

All members of the Board and staff shall ensure that no person shall be excluded from participation in, denied benefits of, or otherwise be discriminated against under any program because of his/her race, color, sex, national origin, religion, age, handicap or marital status. Additionally, we will not knowingly use the services of, patronize, nor otherwise deal with any business, contractor or agency that engages in acts of unlawful discrimination. We are committed to recognizing the hiring difficulties experienced by the physically disabled and by older persons. Program goals and timetables will be established to overcome the present effects of past discrimination, if any, to achieve the full and fair utilization of physically disabled and older persons in the work force.

Sexual harassment, another form of sex discrimination, will not be tolerated in any work place overseen by the Board for State Academic Awards and Charter Oak State College. Sexual harassment is a violation of Section 703 of Title VII of the Civil Rights Act and Section 46a-60(8) of the Connecticut General Statutes. Unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct constitute sexual harassment, when (1) submission to such conduct is made either explicitly or implicitly a term or condition of any individual's employment, (2) submission to or rejection of such conduct by an individual, or (3) such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment. Sexual harassment shall constitute grounds for disciplinary action.

Clifford Williams, Chief Financial & Administrative Officer shall serve as the agency's Affirmative Action Officer and have the responsibility for development and implementation of the agency's Affirmative Action Plan. He is located at 55 Paul J. Manafort Drive, New Britain, CT 06053, and may be reached at (860) 832-3898.

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Merle W. Harris  
Executive Director, Board for State Academic Awards, and  
President, Charter Oak State College

### **Affirmative Action Requirements**

The Board for State Academic Awards (BSAA)/Charter Oak State College (COSC) is committed to Equal Opportunity and Affirmative Action and will not knowingly do business with any bidders, contractors, subcontractors or suppliers of materials who engage in acts of unlawful discrimination. Hence, in accordance with Administrative Regulations Sections 46a-68-35 "Affirmative Action By State Government" and 4-114a-1 through 4-114a-18 "Contract Compliance" as administered by the Commission on Human Rights and Opportunities (CHRO), the BSAA encourages bidders, contractors, subcontractors, and suppliers of materials to develop and implement Affirmative Action Plans.

Further, contractors with 50 or more employees are expected to have or develop a written Affirmative Action Plan addressing identified underutilization of minorities and women. Contractors with fewer than 50 employees are expected, at a minimum, to develop a written Affirmative Action Policy Statement.

In accordance with CHRO Regulations concerning contract compliance procedures for state agencies, this Packet was prepared to assist all bidders for contractual services to comply with legally mandated application procedures. All bidders must read and complete the appended forms where appropriate.

The appended forms are the following:

1. Affirmative Action Policy Statement of the Board for State Academic Awards (BSAA);
2. Notification to Bidders;
3. Bidder's Responsibility and Qualification Questionnaire; and
4. Employment Data Questionnaire

Submit the completed forms along with your proposal or bid to the person or office identified in the request for proposal.

Affirmative Action Office  
(860) 832-3898

**COMMISSION ON HUMAN RIGHTS AND OPPORTUNITIES  
CONTRACT COMPLIANCE REGULATIONS**

**NOTIFICATION TO BIDDERS**

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.

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**INSTRUCTIONS AND OTHER INFORMATION**

The following 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 A 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.

<p><b>MANAGEMENT:</b> 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.</p> <p><b>BUSINESS AND FINANCIAL OPERATIONS:</b> 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.</p> <p><b>COMPUTER SPECIALISTS:</b> 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</p> <p><b>ARCHITECTURE AND ENGINEERING:</b> 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.</p> <p><b>OFFICE AND ADMINISTRATIVE SUPPORT:</b> 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, payroll clerks, bill and account collectors, customer service representatives, files clerks, dispatchers, shipping clerks, secretaries and administrative assistants, computer operators, mail clerks, and stock clerks.</p>	<p><b>BUILDING AND GROUNDS CLEANING AND MAINTENANCE:</b> 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.</p> <p><b>CONSTRUCTION AND EXTRACTION:</b> 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..</p> <p><b>INSTALLATION, MAINTENANCE AND REPAIR:</b> 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.</p> <p><b>MATERIAL MOVING WORKERS:</b> 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.</p>
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## 3) Definition of Racial and Ethnic Terms (as used in Part IV Bidder Employment Information)

<p><u>White</u> (not of Hispanic Origin)- All persons having origins in any of the original peoples of Europe, North Africa, or the Middle East.</p> <p><u>Black</u>(not of Hispanic Origin)- All persons having origins in any of the Black racial groups of Africa.</p> <p><u>Hispanic</u>- All persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race.</p>	<p><u>Asian or Pacific Islander</u>- 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.</p> <p><u>American Indian or Alaskan Native</u>- All persons having origins in any of the original peoples of North America, and who maintain cultural identification through tribal affiliation or community recognition.</p>
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# **BIDDER CONTRACT COMPLIANCE MONITORING REPORT**

## PART I - Bidder Information

(Page 3)

Company Name Street Address City & State Chief Executive	Bidder Federal Employer Identification Number _____ Or Social Security Number _____
Major Business Activity (brief description)	Bidder Identification (response optional/definitions on page 1)  -Bidder is a small contractor. Yes__ No__ -Bidder is a minority business enterprise Yes__ No__ (If yes, check ownership category) Black__ Hispanic__ Asian American__ American Indian/Alaskan Native__ Iberian Peninsula__ Individual(s) with a Physical Disability__ Female__
Bidder Parent Company (If any)	- Bidder is certified as above by State of CT Yes__ No__
Other Locations in Ct. (If any)	- DAS Certification Number _____

## 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 non-discrimination 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__ 6a. If yes, do the collective bargaining agreements contain non-discrimination clauses covering all workers? Yes__ No__  6b. Have you notified each union in writing of your commitments under the nondiscrimination requirements of contracts with the state of Ct? Yes__ No__	12. Does your company have a written affirmative action Plan? Yes__ No__ If no, please explain.  13. Is there a person in your company who is responsible for equal employment opportunity? Yes__ No__ If yes, give name and phone number. _____ _____

## Part III - Bidder Subcontracting Practices

1. Will the work of this contract include subcontractors or suppliers? Yes__ No__  1a. If yes, please list all subcontractors and suppliers and report if they are a small contractor and/or a minority business enterprise. (defined on page 1 / use additional sheet if necessary)	
1b. Will the work of this contract require additional subcontractors or suppliers other than those identified in 1a. above?	Yes__ No__

**PART IV - Bidder Employment Information**

Date:

(Page 4)

JOB CATEGORY	OVERALL TOTALS	WHITE (not of Hispanic origin)		BLACK (not of Hispanic origin)		HISPANIC		ASIAN or PACIFIC ISLANDER		AMERICAN INDIAN or ALASKAN NATIVE	
		Male	Female	Male	Female	Male	Female	Male	Female	male	female
Management											
Business & Financial Ops											
Computer Specialists											
Architecture/Engineering											
Office & Admin Support											
Bldg/ Grounds Cleaning/Maintenance											
Construction & Extraction											
Installation , Maintenance & Repair											
Material Moving Workers											
TOTALS ABOVE											
Total One Year Ago											
FORMAL ON THE JOB TRAINEES (ENTER FIGURES FOR THE SAME CATEGORIES AS ARE SHOWN ABOVE)											
Apprentices											
Trainees											

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

1. Which of the following recruitment sources are used by you? (Check yes or no, and report percent used)				2. Check (X) any of the below listed requirements that you use as a hiring qualification (X)		3. Describe below any other practices or actions that you take which show that you hire, train, and promote employees without discrimination	
SOURCE	YES	NO	% of applicants provided by source				
State Employment Service					Work Experience		
Private Employment Agencies					Ability to Speak or Write English		
Schools and Colleges					Written Tests		
Newspaper Advertisement					High School Diploma		
Walk Ins					College Degree		
Present Employees					Union Membership		
Labor Organizations					Personal Recommendation		
Minority/Community Organizations					Height or Weight		
Others (please identify)					Car Ownership		
					Arrest Record		
					Wage Garnishments		

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)
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**RETURN THIS FORM IMMEDIATELY!**

Acknowledgment: Receipt of Request-For-Proposal Documents

Bid Number: Request for Proposal **COSC-082406**

Project Title: **Lawn Mowing/Landscaping/Spring Clean Up/Sweeping**

Please take a moment to acknowledge receipt of the attached RFP documents. Your compliance with this request will help us to maintain proper follow-up procedures while ensuring that all recipients have the opportunity to submit a proposal.

Date Issued: August 24, 2006

Date received?        /        /

Do you plan to submit a proposal?    Yes    No

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Print or type the following information:

Company name:	
Address:	
City or Town:	
Phone:	
Fax:	
Received by: E-Mail	

**Note: Faxed acknowledgments are requested! FAX (860)666-5828**

**ATTN: BID COSC-082406 Lawn Mowing/Landscaping/Etc**

**A cover sheet is NOT necessary.**

**IMPORTANT: DO NOT FAX BIDS.**

**BIDS MUST BE SUBMITTED IN A SEALED PACKAGE**

