

Proposal # CTLG-1010-2.19.10

Norwalk Community College

Proposal for Printing and Mailing Schedule of Classes for
Summer 2010, Fall 2010 and Spring 2011

Sealed Bids will be received up to 10:00am on Wednesday, March 24, 2010 at Norwalk Community College, 188 Richards Avenue, Room-E101, Norwalk, CT.06854, Attn: Gwendolyn Brown. Place Bid Number (CTLG-1010-2.19.10) visibly on outside of package. **“No Faxed Copies Allowed”** Bids will be read aloud at the college at 10:10am on March 24, 2010 in room E212.

Questions pertaining to specifications on the proposal contact Lynn Boyar (203) 857-7054. Bid delivery questions contact Gwendolyn Brown (203) 857-7145.

Norwalk Community College
Printing and Mailing Schedule of Classes
Summer 2010, Fall 2010 and Spring 2011

Proposal Specifications
#CTLG-1010-2.19.10

ATTENTION: IT IS RECOMMENDED THAT THIS JOB BE HANDLED BY WEB PRESS PRINTERS.

1. Intent

The Extended Studies Department requires printing services for the Summer 2010, Fall 2010 and Spring 2010 Schedule of Classes.

2. Statement of Responsibility/References

Bidders must have been in the business of printing college catalogs/booklets for a minimum of five (5) consecutive years. Evidence of responsibility shall include a minimum of three (3) similar size and nature printing jobs performed within the last two years including name of company, address, telephone number, contact person, and general description of the service.

3. Print Order

Summer 2010 Catalog	Final electronic files prepared by the Extended Studies graphic designer will be forwarded to the printer. The turn around time from receipt of files to printing and mailing of this catalog shall be no longer than 14 calendar days. Norwalk Community College (NCC) will inform bidder of print dates at least 3 weeks prior to delivery of the disk.
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Fall 2010 Catalog	Final electronic files prepared by the Extended Studies graphic designer will be forwarded to the printer. The turn around time from receipt of files to printing and mailing of this schedule shall be no longer than 14 calendar days. NCC will inform bidder of print dates at least 3 weeks prior to delivery of the disk.
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Spring 2011 Catalog	Final electronic files prepared by the Extended Studies graphic designer will be forwarded to the printer. The turn around time from receipt of files to printing and mailing of this catalog shall be no
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longer than 14 calendar days. NCC will inform bidder of print dates at least 3 weeks prior to delivery of this disk.

4. Quantity

142,000 up to 148,000 per schedule and no overages allowed -NCOA.

5. Number of Pages

Summer 2010 Catalog:	64 and 68 self cover
Fall 2010 Catalog:	64 and 68 self cover
Spring 2011 Catalog:	64 and 68 self cover

6. Size

8.375" x 10.875"

7. Paper Stock

35# Premium 80 all pages

Web grip marks should not show after trimming.
No excess bleed through.

8. Ink

Cover: 4 Color Process on Cover
Text: Black plus one color on balance

9. Composition

Extended Studies graphic designer to furnish file approximately 3-4 weeks prior to print date. Turn around time from receipt of file to delivery of printed covers should be no more than 14 calendar days.

10. Samples Submitted

Vendor must submit a minimum of three (3) different samples of work produced on the paper specified with a minimum of 80% brightness or better. Vendor must submit two sets of samples with their proposal.

Inking: Evenness of inking, color, fastness, tight registration, dryness to prevent smudging and transfer effect.

Text: Copy must be straight and evenly framed on page.

11. File to Printer

- a. NCC will inform bidder of print and mail dates at least 3 weeks prior to delivery of the disk.
- b. Quark 6 files or Indesign files supplied on CD with all associated fonts and images.

12. Pre-production/Pre Work

Printer to prepare film/plates from file supplied by NCC or the NCC graphic designer.

13. Proofs/ Blues

Digital proof for approval plus digital color proof (low resolution o.k.) for color breaks before printing. NCC will receive proofs five business days after delivery of copy to printer or sooner, all in time to meet the deadline for publication and delivery.

14. Courier

Printer to provide pickup and delivery service of proofs to NCC Extended Studies Division or NCC designee within 24 hours of preparation.

15. Delivery Service

Delivery of bluelines: Norwalk Community College
Extended Studies and Workforce Development
West Campus - Room W102
188 Richards Avenue
Norwalk, CT 06854-1655
Attention: Lynn Boyar

16. Delivery Charges

All delivery charges must be included in the bid price. No additional charges for handling, courier charges, transportation, containers or packages will be allowed.

17. Delivery

The brochures must be loosely packaged in boxes to prevent curling. They must lie flat so that they can easily be processed and labeled by the mailing house. Please indicate quantity in each box on the outside. Printer shall clearly label all boxes/cartons/packages with quantity and type of contents with associated bill of lading

Receiving Department
Norwalk Community College
188 Richards Avenue
Norwalk, CT 06854-0622

Delivery truck must be at NCC before 2:30PM

(Approximate)

Mailed per specifications detailed as Item 20 - Mailing

18. Mailing

- a. Quantity: Approximately 140,000 up to 145,000
Breakout mailing costs separately
- b. Mailing Date: As decided by NCC
- c. Postage: Norwalk Community College indicia will be printed
on publications, postage to be paid by NCC. Presort
shall qualify for non-profit/ educational rate.
- d. Contractor shall:
1. provide database for inkjet/labels addressing based on zip codes below
 2. furnish resident list or resident labels, including apartments by number for an approximate list of 140,000 or up to 145,000. List must have been updated/NCOA'd within 90 days.

3. affix "Resident" labels or inkjet address on back cover. Please specify addressing method.
4. presort to carrier route
5. tie and bag by town/city zip codes
6. separate all catalogs addressed to zip codes beginning with 068 and 069 and process for mailing at the SCF entry rate
7. deliver to the U.S. Postal Service, 427 West Avenue, Stamford, CT 06910
8. deliver excess publications to NCC Receiving Department.

See Appendix A for Zip Code List -page 10

20. Minimum Specifications

Services must meet or exceed the minimum specification as set forth in the bid documents. Bids on alternate or substitute items will be considered provided the return bid clearly identifies and describes the substitute offered, and they are equal to the specified item in quality, utility, and performance. It is understood and agreed that the bidder is bidding upon the identical items specified, unless specifically stated.

21. Taxes

The College is exempt from paying Federal and States Taxes.

22. Payment

Payment shall be made within a reasonable and customary period after the performance of services and receipt of invoice. State of Connecticut payment terms are NET 45 days. Bidders are encouraged to list terms for payment and the College will consider payment accordingly.

23. Changes in Services

The College reserves the right to increase or decrease types of services based upon identified requirements or budgetary considerations. Any increase or decreases shall be in accordance with original bid conditions, specifications and pricing.

24.Evaluation and Award

Award will be made to one and only one vendor for all three segments of this bid.

Evaluation and award of this proposal shall include but not be limited to price, quality, specification, delivery, and references. The College reserves the right to accept or reject any or all proposals, to waive any irregularities or informalities in any bid or in the proposal process, to accept or reject any item or combination of items. Notwithstanding any other provision of any of the contract documents, the College specifically reserves the right to award in its absolute discretion that which will best serve the needs of the College, thus, insuring the best interest of the College and its students. Proposals not in compliance with requirements set forth herein will be deemed “non-responsive” and rejected.

25.Proposal Preparation Tips

- a. Vendors must include the PROPOSAL FORM, SAMPLES, and EVIDENCE OF RESPONSIBILITY. These forms are to be signed in INK. Proposals received which do not include these forms will be considered NON-RESPONSIVE, and will not be awarded.
- b. Proposals received after the time and date specified as the Opening Date will not be considered.
- c. Proposals must be prepared in INK or TYPEWRITTEN, proposals submitted in pencil will be rejected.
- d. CHANGES OR CORRECTIONS (cross outs or changes made with white-out) made to your proposal MUST BE INITIALED, CHANGES OR CORRECTIONS WHICH ARE NOT INITIALED WILL BE DISQUALIFIED.
- e. FAXED proposals will not be accepted. Email or electronic attachments are not an acceptable means of submitting a proposal and will be rejected as non-enforcing.

**Summer 2010
Proposal Form**

NOTE: NCC'S PROPOSAL FORM SHOULD INDICATE TOTAL COST AS REQUESTED.
ALL ITEMIZED DETAILED BACKUP INFORMATION SHOULD BE SHOWN IN YOUR DETAILED COST PROPOSAL. ATTACH ADDITIONAL PAGES AS NEEDED.

Printing & Binding Cost

(For a 64 Self Cover) \$ _____ M/\$ _____ Total
(142,000 units)
(Cost per additional thousand \$ _____)

(For a 68 Self Cover) \$ _____ M/\$ _____ Total
(142,000 units)
(Cost per additional thousand \$ _____)

Mailing Cost

(For a 64 Self Cover) \$ _____ M/\$ _____ Total
(Cost per additional thousand \$ _____)

(For a 68 Self Cover) \$ _____ M/\$ _____ Total
(Cost per additional thousand \$ _____)

TOTAL COST* \$ _____ M/\$ _____
Total

*Total cost should include all charges except postage; no other charges will be allowed.

Comments:

Company Name _____ FEIN _____

Address _____

Telephone _____ Fax _____

Authorized Signature _____
(Sign)

(Print) (Date)

Minority Owned _____ Women Owned _____ Small Business _____

**Fall 2010
Proposal Form**

NOTE: NCC'S PROPOSAL FORM SHOULD INDICATE TOTAL COST AS REQUESTED.
ALL ITEMIZED DETAILED BACKUP INFORMATION SHOULD BE SHOWN IN YOUR DETAILED COST PROPOSAL. ATTACH ADDITIONAL PAGES AS NEEDED.

Printing & Binding Cost

(For a 64 Self Cover) \$ _____ M/\$ _____ Total
(142,000 units)
(Cost per additional thousand \$ _____)

Printing & Binding Cost

(For a 68 Self Cover) \$ _____ M/\$ _____ Total
(142,000 units)
(Cost per additional thousand \$ _____)

Mailing Cost

(For a 64 Self Cover) \$ _____ M/\$ _____ Total
(Cost per additional thousand \$ _____)

(For a 68 Self Cover) \$ _____ M/\$ _____ Total
(Cost per additional thousand \$ _____)

TOTAL COST* \$ _____ M/\$ _____
Total

*Total cost should include all charges except postage, no other charges will be allowed.

Comments:

Company Name _____ FEIN _____

Address _____

Telephone _____ Fax _____

Authorized Signature _____
(Sign)

(Print) _____ (Date)

Minority Owned ____ Women Owned ____ Small Business ____

**Spring 2011
Proposal Form**

NOTE: NCC'S PROPOSAL FORM SHOULD INDICATE TOTAL COST AS REQUESTED.
ALL ITEMIZED DETAILED BACKUP INFORMATION SHOULD BE SHOWN IN YOUR DETAILED COST PROPOSAL. ATTACH ADDITIONAL PAGES AS NEEDED.

Printing & Binding Cost

(For a 64 Self Cover) \$ _____ M/\$ _____ **Total**
(142,000 units)
(Cost per additional thousand \$ _____)

Printing & Binding Cost

(For a 68 Self Cover) \$ _____ M/\$ _____ **Total**
(142,000 units)
(Cost per additional thousand \$ _____)

Mailing Cost

(For a 64 Self Cover) \$ _____ M/\$ _____ **Total**
(Cost per additional thousand \$ _____)

(For a 68 Self Cover) \$ _____ M/\$ _____ **Total**
(Cost per additional thousand \$ _____)

Total **TOTAL COST*** \$ _____ M/\$ _____

*Total cost should include all charges; no other charges will be allowed.

Comments:

Company Name _____ FEIN _____

Address _____

Telephone _____ Fax _____

Authorized Signature _____
(Sign)

(Print) (Date)

Minority Owned _____ Women Owned _____ Small Business _____

Appendix A - Zip Codes

06807 Cos Cob - 2785
06820 Darien - 6726
06829 Georgetown = 249
06830 Greenwich - 9994
06831 Greenwich - 5600
06838 Greens Farms = 209
06840 New Canaan - 7140
06850 Norwalk - 7335
06851 Norwalk - 10768
06853 Norwalk - 1494
06854 Norwalk - 10894
06855 Norwalk - 3263
06870 Old Greenwich - 2682
06875 Redding Center = 84
06876 Redding Ridge = 201
06878 Riverside - 2733
06880 Westport - 10107
06883 Weston - 3506
06896 Redding = 3663
06897 Wilton - 6179
06901 Stamford - 4201
06902 Stamford - 22941
06903 Stamford - 5102
06905 Stamford - 8326
06906 Stamford - 3688
06907 Stamford - 3593

BID BOND

KNOWN ALL MEN BY THESE PRESENTS, that we _____
as Principal, and _____
as Surety, are held and firmly bound unto the Norwalk Community College, hereinafter called
the College, in the penal sum of _____ PERCENT(_____%) OF THE TOTAL AMOUNT OF THE
BID of the Principal submitted to the said College for the work described below for the
payment of which sum in lawful money of the United States, well and truly to be made, we
bind ourselves, our heirs, executors, administrators, successors and assigns, jointly and
severally, firmly by these presents.

THE CONDITON OF THIS OBLIGATON IS SUCH that whereas the Principal has submitted the
accompanying bid dated _____ 20 _____, for _____

NOW THEREFORE, IF THE Principal shall not withdraw said bid within the period specified
therein after the opening of the same, or if no period be specified, within sixty (60) days after
said opening; and if the specified, within five (5) days after the prescribed forms are presented
to him for signature, enter into a written contract with the College, in accordance with the bid
as accepted and give bond with good and sufficient surety or sureties; as may be required, for
the faithful performance and proper fulfillment of such contract and for the payment for labor
and materials used for the performance of the contract, or in the event of the withdrawal of
said bid within the period specified or the failure to enter into such contract and give such
bonds within the time specified, if the Principal shall pay the College the difference between
the amount specified in said bid and the amount for which the College may procure the
required work and/ or supplies, if the latter amount be in the excess of the former, together
with all costs incurred by the College in again calling for bids, then the above obligation shall
be void and of no effect, otherwise to remain in full force and virtue.

Surety, for value received, hereby stipulates and agrees that no change, extension of time,
alteration or addition to the terms of the contract on the call for bids, or to the work to be
performed thereunder, or the specifications accompany the same, shall in any way affect its
obligation under this bond, and it does hereby waive notice of any such change, extension of
time, alteration or addition to the terms of said contract or the call for bids, or to the work, or
to the specifications.

In the event suit is brought upon this bond by the College and judgment is recovered, the
Surety shall pay all costs incurred by the College in such suit, including a reasonable attorney's
fee to be fixed by the court.

IN WITNESS WHEREOF the above-bound parties have executed this instrument under their
several seals this _____ day of _____, 20 _____, the name
and corporate seal of each corporate party being hereto affixed and these presents duly signed
by its undersigned representative, pursuant to authority of its governing body.

(Corporate Seal) _____
Principal
By _____
Title _____

(Corporate Seal) _____
Surety
By _____
Title _____

(Attach Attorney-in-Fact Certificate)

PERFORMANCE BOND

KNOW ALL MEN BY THESE PRESENTS: That WHEREAS, the NORWALK COMMUNITY COLLEGE by resolution passed _____, 20_____, has awarded to _____, hereinafter designated to as the "Principal," a contract for the work described as follow:

WHEREAS, said Principal is required under the terms of said contract t furnish a bond for the faithful performance of said contract,

NOW THEREFORE, we, the Principal and _____ as Surety, are held and firmly bound unto the NORWALK COMMUNITY COLLEGE, hereinafter called the COLLEGE, in the penal sum of _____ Dollars (\$_____), lawful money of the United States of America, for the payment of which sum will and truly to be made, we bind ourselves, our heirs, executors, administrators, successors and assigns, jointly and severally, firmly by these presents.

THE CONDITION OF THIS OBLIGATION IS SUCH that is the above-bounded Principal, his or heirs, executors, administrators, successors or assigns, shall in all thing stand to and abide by and well and truly keep and perform, the covenants, conditions and agreements in the said contract and any alteration thereof made as therein provided, on his or their part, to be kept and performed at the times and in the manner therein specified, and in all respects according to their true intent and meaning, and shall indemnify and save harmless the College, its officers and agents, as therein stipulated, then this obligation shall become null and void, otherwise, it shall be and remain in full force and virtue.

And the said Surety, for value received, hereby stipulated and agrees that no change, extension of time, alteration or addition to the terms of the contract or the work t be performed thereunder, or the specifications accompanying the same, shall in any way affect its obligation on this bond, and it does hereby waive notice of any such change, extension of time, alteration or addition to the terms of the contract, or to the work, or to the specifications.

In the event suit is brought upon this bound by the College and judgment is recovered, the Surety shall pay all costs incurred by the College in such suit, including a reasonable attorney's fee to be fixed by the court.

IN WITNESS WHEREOF, this instrument has been duly executed by the Principal and Surety above-named, on the _____ day of _____, 20_____.

Principal

By _____

Surety

By _____
Attorney-in-Fact

Do not use this page, inserted for pagination purpose only

**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.

This form is **MANDATORY** and must be completed, signed, and returned with the vendor's bid.

ACKNOWLEDGMENT OF CONTRACT COMPLIANCE NOTIFICATION TO BIDDERS

INSTRUCTION: Bidder must sign acknowledgment below, and return this form to the awarding agency with the bid proposal.

The undersigned duly authorized representative of the bidding vendor acknowledges receiving and reading a copy of the **NOTIFICATION TO BIDDERS**. *(Please print name under signature line.)*

Signature

Title

Date

On behalf of:

Vendor Name

Street Address

City State Zip

Federal Employee Identification Number
(FEIN/SSN)

This form is **MANDATORY** and must be completed, signed, and returned with the vendor's bid

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 "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.

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, 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.

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.

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

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

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

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

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

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

BIDDER CONTRACT COMPLIANCE MONITORING REPORT

PART I - Bidder Information

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: _____

PLEASE COMPLETE REVERSE SIDE

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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STATEMENT OF BIDDER'S QUALIFICATIONS (page 1 of 2)

This form will be used in assessing Bidder's Qualifications 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.

BIDDER'S 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 three (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.

Contract No.	Contract Name	State Agency	Purch. Agent	Telephone
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

List any contract awards to your company by the State of Connecticut within the last three (3) years. Indicate which State Agency, and provide contract Name and Number, and the name and telephone number of the purchasing agent administering the contract.

Contract No.	Contract Name	State Agency	Purch. Agent	Telephone
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

List other names your company goes by: _____

List previous company name(s): _____

List four completed projects similar in nature to this INVITATION TO BID which demonstrates your company's ability to perform the required services.

	Company Name and Address	Telephone No.	Dollar Value
1.	_____	_____	_____
	_____	_____	_____
2.	_____	_____	_____
	_____	_____	_____
3.	_____	_____	_____
	_____	_____	_____

STATEMENT OF BIDDER'S QUALIFICATIONS (page 2 of 2)

COMPANY NAME: _____

General Information about the Company

Size of Company or Corporation:

Number of Employees: Full Time _____ Part Time _____

Total Asset Value _____

Equipment Asset Value _____

OWNER/OPERATOR _____ PARTNERSHIP _____ CORPORATION _____ MINORITY _____

Is your company registered with the Office of the Connecticut Secretary of the State?
YES _____ NO _____ Registration Date, if available _____.

If requested, would your company provide a "Good Standing" Certificate issued by the Connecticut Secretary of State's Office? YES _____ NO _____

List of equipment to be used for this service (include Model, Year and Manufacturer):

MODEL	YEAR	MANUFACTURER
_____	_____	_____
_____	_____	_____
_____	_____	_____

(Please attach an additional sheet(s) if necessary)

Please list any relevant certifications, licenses, registrations, etc., which qualify your company to meet the requirements of this bid.

(Please attach an additional sheet(s) 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 listing of O.S.H.A. violations, and actions or orders ending 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.

Print Name and Signature

Title

Date