

ADDENDUM # 1

RFPKJ020808-1, Janitorial Equipment & Supplies

Date: 2-25-2008

To All Prospective Bidders:

All respondents are hereby advised of the following amendments to the Request for Proposal document. Addendum 1 is hereby made an integral part of the Request for Proposal document for the subject contract.

Proposals submitted shall be deemed to include contract document information as shown in Addendum #1. Respondents shall be required to acknowledge receipt of this addendum in their proposal response. Failure to acknowledge receipt of this addendum may result in rejection of the proposal.

*****Due to the University being officially closed for the day, the mandatory pre-bid meeting***
*****for Janitorial Equipment and Supplies will be rescheduled. The new date/time will be: *******

Thursday, Feb 28 2008 @10:00 am

*****The Bid Opening Date Has Been Rescheduled to Thursday, March 13, 2008 @2:00pm*****

- Q. Section 1.5 states that "For items where this pricing structure is impractical, the cost will be based on a percentage off the manufacturer's suggested retail price at the time of order." We'd like a clarification of "impractical". There are several manufacturers who do not provide MSRP. For those manufacturer's, the % over or under the wholesale price sheet seems like the logical way to create pricing for the university. But are there any other situations that you would deem "impractical"?
- A. "impractical" for use in this section shall mean that there is no wholesale pricelist available, this is an unlikely scenario for this commodity group. The primary pricing structure is "manufacturer's wholesale price list +/- ___%.
- Q. Section 1.7.1 Nowhere in the bid is it made clear what are the specific chemical items that you require. Do you wish only a bid on chemical dispensing systems? Do you wish a bid also on floor finish and stripper? Do you wish a bid on disinfectants? General purpose cleaners? Neutral floor cleaners? Etc. Also, will the University require a test period during which the various bid products are tested, and during which vendors will install and maintain chemical dispensing systems for evaluation?
- A. From Sec. 1.7 "A complete description of the bidder's chemical program shall be included in the response." The bidder will provide detailed information relating to the chemical and proportioning equipment programs available from the manufacturers they represent. All cleaners, finishes and strippers normally required in institutional settings must be available. Product and equipment testing may be part of the evaluation process.
- Q. Section 1.7.2 There is currently no Green Seal standard for plastic liners (although there will be one). How does the University define "green" content in the absence of a standard?
- A. Only cleaning chemicals are required to have the "Green Seal" certification. The bidders will provide documentation relating to the "green" aspect of offered items.
- Q. Section 1.7.2 Liners "generally" ordered by the truckload. The word "generally" is rather important here. If "generally" means "always", our price will be quite different (much lower) than if "generally" means we also have to deliver to a dozen or more individual satellite locations in small quantities. Please clarify.
- A. In almost all circumstances, product will be delivered to the Central Stores Warehouse. Stocked bags and paper goods will always be by truckload.
- Q. Section 1.7.3.2 Same question for paper as for liners in my question above.
- A. In almost all circumstances, product will be delivered to the Central Stores Warehouse. Stocked bags and paper goods will always be by truckload.

- Q. Section 1.7.4.2 Same question for ice melt as for paper and liners.
A. In almost all circumstances, product will be delivered to the Central Stores Warehouse. Stocked bags and paper goods and ice melt will always be by truckload.
- Q. Section 1.7.3.1 Will ALL the dispensers on campus be replaced? How many are there of each type (towel and tissue)? Does the University currently own the dispensers that are on the wall now, or are they leased as part of a paper contract with the current vendor?
. Paper dispensers are the property of the University, only replacement and new install units will be provided by the Contractor. The provided units will become property of the University.
- Q. Section 3, Form of Proposal, Line 7. If we check yes for UConn Contractors, does this mean we are only expected to sell to these contractors at contract pricing for use at the University, or satellites, or would we be expected to sell a contracted item to the contractor for use at another customer of that contractor, other than the university?
A. Those issues will be worked out between the two Contractors.
- Q. Form of Proposal, Commercial Equipment. As far as we know, there is no such thing as "Energy Star Rating" for commercial cleaning equipment. This is a standard for consumer products such as washing machines and refrigerators. Can you clarify your requirement for Energy Star Rating?
A. State statutes require the purchase of rated equipment when available.
- Q. Form of Proposal, Commercial Equipment. The equipment asks for a "green" rating. Green Seal does not have a standard for equipment. Are you referring toCRI (Carpet and Rug Institute) green label certification for vacuum cleaners and extractors? If so, this standard applies to carpet cleaning equipment only, not floor machines. Please clarify what you mean by "green" machines.
A. There is no reference to "Green Seal" in the requirement for equipment, any certification is acceptable.
- Q. What products and manufacturer(s) are you currently using?
A.. See below.
- Q. How many cases of towel and tissue are currently consumed at all UCONN locations covered under the bid request?
A. Here are the highest volume paper goods;
- | | | | |
|---|--------------|-------------------|------------|
| TISSUE,TOILET,HOUSEHOLD,1000 PERF. SHEETS/ROLL, | 96 RLS/CS | SCA TS1636 | 300 CS/YR |
| TISSUE,TOILET,JUMBO ROLL,ONE PLY,4000 FT, | 6 ROLLS/CASE | GP FT JAMES 13105 | 5000 CS/YR |
| TOWEL,PAPER,HOUSEHOLD TYPE,ROLL, | 30/CS | SCA HB1990 | 130 CS/YR |
| TOWEL,PAPER,ROLL,8" X 600 FT,WHITE, | 12 RLS/CS | SCA RB600 | 4500 CS/YR |
| TOWEL,PAPER,ROLL,8" X 800 FT,UNBLEACHED,RECY., | 6 RLS/CS | GP FT JAMES 26301 | 2000 CS/YR |
- Q. How many towel and tissue dispensers would the school is requesting?
A. Paper dispensers are the property of the University, only replacement and new install units will be provided by the Contractor. The provided units will become property of the University.

BIDDER NOTE: This addendum must be completed, signed and submitted with your proposal response to be considered for award. If you have already submitted a proposal, please complete the addendum and submit same in a sealed envelope, clearly marked with the RFP number, response date and return address. This will be accepted as part of your proposal response, PROVIDING IT IS RECEIVED BY THE PURCHASING DEPARTMENT BY THE TIME AND DATE SPECIFIED IN THE ORIGINAL RFP DOCUMENT.

Name of Bidder: _____

Address: _____

Signature and Title: _____

Date: _____



The University of Connecticut

REQUEST FOR PROPOSAL

KJ020608-1

Janitorial Equipment and Supplies Contract

Mandatory Pre-Proposal Conference

February 22, 2008: 10:00 a.m.

Purchasing Department

Second Floor Bid Room

Proposal Due Date:

March 10, 2008 2:00pm

Issued By: Philip Lang
3 North Hillside Road Unit 6076
Storrs, CT 06269-6076
Phone: (860) 486-2626
Fax: (860) 486-5051
Philip.lang@uconn.edu

SECTION 1 Contract Requirements and Specifications

1.1 Project Overview: The University of Connecticut (hereinafter referred to as the “University”) in Storrs, Connecticut, is seeking proposals from qualified Janitorial Equipment and Supply Contractors with experience in providing a full range of janitorial products to Institutions or Firms with requirements similar to those of the University. There are 5 main product groups associated with this RFP, Cleaning Chemicals and Dispensing Equipment, Paper Products, General Cleaning Supplies, Janitorial Equipment and Plastic Bags/Liners. The University reserves the right to award a single contract for all its requirements, or, multiple contracts based on product group. In addition, it is also an objective of this endeavor to provide the University’s end-users with consistent and reliable customer services related to the acquisition, use, handling and storage of Janitorial Supplies and Equipment.

The University, as an agency of the State of Connecticut is required by Public Act PA 07-100 to use only those cleaning chemicals certified by Green Seal as “Green” in the cleaning of any building owned by the State of Connecticut. In addition the University has adopted an Environmental Policy which may be found here:

<http://www.ecohusky.uconn.edu/policystate.html>

The University's main campus is located in Storrs, Connecticut. Vendors should also be prepared to meet the needs of the University's regional campuses located at Avery Point, Hartford, West Hartford, Waterbury, Torrington and Stamford. Although it will not be required to do so, the University of Connecticut Health Center, located in Farmington, may wish to utilize any contract(s) established pursuant to this solicitation.

The University of Connecticut is also a member of the Connecticut Colleges Purchasing Group (CCPG), a statewide purchasing consortium of educational institutions. The University would like to extend any contract established pursuant to this solicitation to all the CCPG members. Respondents should indicate, in the spaces provided on the *Form of Proposal*, whether or not they are willing to extend the same discounts, terms and conditions to the Health Center and/or CCPG member institutions.

The University uses contracted vendors for much of its custodial services, these contracted vendors are required to provide the equipment used in the execution of their contracts. As an option, the awarded Contractors may extend the same discounts offered to the University to any Contractor providing custodial services to the University. Respondents should indicate, in the spaces provided on the *Form of Proposal*, whether or not they are willing to extend the same discounts to these Contractors.

1.2 Demographics: The University of Connecticut is comprised of the main campus located at Storrs with branch campuses in West Hartford, Waterbury, Avery Point, Torrington and Stamford, a School of Social Work located at the Greater Hartford Campus, a School of Law located in Hartford, CT., and Schools of Medicine and Dental Medicine, graduate programs, medical and dental clinics and the John Dempsey Hospital, all of which comprise the UConn Health Center, located in Farmington, CT. Total enrollment at all campuses is approximately 28,000 students. The Storrs campus has an enrollment of approximately 21,000 undergraduate and graduate students, including a resident undergraduate population of approximately 12,000 students. There are approximately 9,000 full and part-time faculty and staff.

1.3 Term of Contract: The University is seeking an initial contract from 7-1-2008 to 6-30-2011 with the option to renew for four (4) additional one (1) year periods or parts thereof. This option will only be exercised based upon satisfactory performance and by mutual written consent of both parties. Such intent to renew shall be conveyed to contractors in writing no later than sixty (60) days prior to the effective date.

1.4 Contract Value: It is estimated that any contract pursuant to this RFP will have an annual value of approximately \$2,000,000.00. This information is provided for informational purposes only and should not be construed as a commitment by the University to purchase any specified amount of goods or services. It should also be noted that any contract resulting from this RFP will not be an exclusive contract. The University will reserve the right to place purchase orders in any manner deemed by the University to be in its own best interest.

1.5 General Requirements: General Description. The University is seeking proposals from qualified and experienced vendors to provide a full line of products required for the cleaning and maintenance of its various locations. These products will include Janitorial Chemicals and Dispensing Systems, Paper Products, Trash Bags, General Janitorial Supplies and Janitorial Equipment. The successful vendor must offer a complete product line, have access to most major manufacturers, have a substantial inventory and have an experienced and knowledgeable sales, technical and support

staff to meet the requirements of the University community. Contract pricing will be based on a percentage over or under the manufacturer's wholesale price sheet at the time of order. For items where this pricing structure is impractical, the cost will be based on a percentage off the manufacturers suggested retail price at the time of order.

Cleaning chemicals must be "Green Seal" certified, in accordance with Connecticut General Statute PA 07-100. Environmentally Preferable Products (EPP) are the University's first choice when performance is equal.

1.6 Mandatory Requirements:

1.6.1 Vendor must provide a sales/tech representative, on a regular basis, who has a exceptional knowledge of the products and who will provide, at a minimum, the following services:

- A. Provide technical information regarding products for the end users;
- B. Assist the Purchasing Department with resolving customer service problems;
- C. Provide demonstrations and samples of products and supplies for the end user;
- D. Provide needs assessment for individual departments;
- E. Consult on new building projects with regard to janitorial requirements;
- F. Detail new products to the end user and integrate those items into the pricing structure of the contract;
- G. Amend the pricing structure to meet new University requirements, i.e., providing special pricing for unusually large orders and/or high volume items;
- H. Provide training for new staff as well as in-service training as required by individual departments;
- I. Provide training and support to the University's custodial services contractor;
- J. Devote as much time as is necessary to effectively meet the needs of the University as they relate to any contract resulting from this solicitation. The representative will be required to visit, a minimum, the four (4) major using departments on a weekly basis: Central Stores, Facilities, Department of Residential Life, the Student Union and Department of Dining Services. Contact names and specific locations will be provided upon award. Based on service and support received under existing contracts, the sales representative dedicates approximately 18 hours per week to contract support including a minimum of one full day on campus;
- K. Understand the University's "Green" requirements and assist in compliance;
- L. Be accessible 24 hours a day, seven days a week for emergencies.

1.6.2 Vendor must provide a dedicated inside customer service representative, available via a toll-free number, for the University's account, to provide the following minimum services:

- A. Product research
- B. Order processing
- C. Manage and update computerized pricing
- D. Handle all billing and credit issues
- E. Track shipments when required
- F. Support the sales representative on campus when required
- G. Assist in the procurement of repair parts
- H. Handle all delivery issues, including expediting reports and delivery errors

1.6.3 Vendor must have the ability to access account information on-line, including, but not limited to, usage history, usage by delivery address, order status, order entry, Material Safety Data Sheets, product specifications and various other analysis tools

1.6.4 Vendor must have the ability to cross-reference other suppliers' catalog numbers.

1.6.5 Vendor must have the ability to offer substitutes for discontinued products or stock outs.

1.6.6 Vendor must offer 24-hour delivery service for emergency purchases.

1.6.7 Vendor must offer in-house technical assistance.

1.6.8 Vendor must conduct an annual Product Show at the University, without cost to the University.

1.6.9 Vendor must invoice weekly with correct PO and release numbers noted.

1.7 Product Requirements:

1.7.1 Chemicals and Dispensing Systems: The University of Connecticut has been using Chemical Proportioning Systems for eleven years. Implementation of this program was based on extensive testing and evaluation of competitive proposals. The awarded Contractor will be required to supply, install and maintain **new** proportioning systems at contract start up at no cost to the University. There are over 800 permanent and portable dispensing systems currently in use on the main campus and branch campus locations. The University utilizes both in-house and outside contracted personnel to perform janitorial services. All personnel are required to be trained and use the Chemical Proportioning System. The requirement for **new** equipment allows for an equal starting point for all prospective bidders. A complete description of the bidders chemical program shall be included in the response.

The effectiveness of this system has been documented throughout the university community. The successful Contractor will be required to meet the following responsibilities:

- A. Provide green cleaning chemicals and related products,
- B. Maintain the provided dispensing systems,
- C. Provide new dispensing systems for current and future needs at no additional cost to the University,
- D. Provide training of new personnel – both University and Contractor
- E. Provide on-going training as required by departments and contractors (i.e. safety issues, specific cleaning tasks, etc.)

1.7.1.1 All cleaning products used on University of Connecticut campuses must comply with Connecticut General Statute PA 07-100. This Statute states:

AN ACT CONCERNING THE USE OF CLEANING PRODUCTS IN STATE BUILDINGS.

Section 1. (NEW) (*Effective October 1, 2007*) On or after October 1, 2007, no person shall use a cleaning product inside a building owned by the state unless such cleaning product meets guidelines or environmental standards set by a national or international environmental certification program approved by the Department of Administrative Services, in consultation with the Commissioner of Environmental Protection. Such cleaning product shall, to the maximum extent possible, minimize the potential harmful impact on human health and the environment. For purposes of this section, "cleaning product" does not include any disinfectant, disinfecting cleaner, sanitizer or any other antimicrobial product regulated by the federal Insecticide, Fungicide and Rodenticide Act, 7 USC 136 et seq.

The awarded Contractor will become familiar with these and any additional requirements and assist the University in maintaining compliance.

1.7.2 Plastic Liners: The University has established the minimum specifications for drum and trash can liners based on the requirements of the university community. Samples for any products offered must be submitted as part of the proposal package. Bidders are encouraged to provide alternate items that are considered "green", selection of product will be based on a combination of price and level of "green" content.

1.7.2.1 Orders for plastic liners are generally made by the truckload. Vendors are encouraged to consider this factor in establishing the pricing for plastic liners.

1.7.3 Paper Products: The University has established the minimum specifications for toilet tissue and paper towels. For bidding purposes, bidders shall provide the brand name and part numbers of offered product that meets the specifications. Full roll samples for any product offered **may** be required as part of the proposal process. Bidders are encouraged to provide alternate items that are considered "green", selection of product will be based on a combination of price and level of "green" content.

1.7.3.1 The Contractor will be required to provide dispensers for the toilet tissue and paper towels, at no additional charge to the University, based on the following descriptions:

Dispenser, Toilet Paper, Single Jumbo Roll w/ Cover

Dispenser, Paper Towel, Jumbo Roll w/ Stub Feature

1.7.3.2 Orders for paper goods are generally made by the truckload. Vendors are encouraged to consider this factor in establishing the pricing for paper goods.

1.7.4 Miscellaneous Janitorial Supplies: The Manufacturers Discount List includes a representation of commonly purchased brand names that are stocked at the University's Central Stores facility. Brand names referenced in this section are intended only to represent the standard of quality and features desired and are not intended to restrict competition.

1.7.4.1 Proposals must list the manufacturer's for which the vendor is an authorized distributor. Blank spaces on the Discount List should be populated with the bidders other carried manufacturers.

1.7.4.2 Ice Melt compound must meet the provided specifications. Orders for Ice Melt Compound are generally made by the truckload. Vendors are encouraged to consider this factor in establishing the pricing for Ice Melt Compound.

1.7.4.3 The Contractor will supply at no cost dispensers for hands soaps etc. that require a special dispenser.

1.7.5 Equipment: The University purchases floor-cleaning equipment for academic, office, research, residential, athletic, and dining facilities. Minimum specifications are provided for five basic categories. Brand names listed on the discount list are a representation of the quality and features desired. However, preference may be given to distributors that represent these lines. The make and model of equipment offered must be inserted into the appropriate spaces on the specification sheet. Detailed specifications of the equipment offered in each of the five categories must be included as part of the submittal.

1.7.5.1 Proposals must include a complete list of the manufacturers for which the vendor is an authorized distributor.

1.7.5.2 Proposals must include the vendor's policy for providing demonstration equipment, including any restrictions on the number of units or the length of time. The University may request demonstrations following the initial stage of the evaluation process.

1.7.5.3 Due to time constraints, when equipment fails on some of the larger jobs, the University requires that the Contractor make equipment available on a short-term loan basis as the need arises, at no additional cost.

1.7.5.4 The bidder is requested to submit pricing for service and repair of equipment, both currently owned and equipment purchased from the vendor. An action plan shall be submitted outlining the procedure to have equipment repaired and the estimated time to repair. The purpose is to always have the needed equipment available to perform necessary functions. Suggestions and alternate plans will be taken into consideration.

1.7.5.5 The Awarded Contractor shall maintain a full inventory of repair parts for all offered equipment. A dedicated representative with complete knowledge of repair parts and techniques shall be assigned to the University account. A five (5) day turnaround time for commonly used parts is required.

1.8 Ordering Procedure: The University of Connecticut Purchasing Department will issue an annual "blanket" purchase order for the Central Stores Department. Orders for supplies for all University of Connecticut departments and locations will be made through Central Stores and will be billed against this order. However, delivery may be directly to the department location specified. Equipment will be delivered against separate Purchase Orders directly from the requesting department.

1.9 Return Policy: The Contractor(s) will be required to accept return of only those items which were purchased during the contract term throughout the term and up to sixty (60) days after the end of the contract provided they are in salable condition and have the proper numbers referenced.

1.10 Delivery:

1.10.1 Generally, orders for supplies will require delivery to the Central Stores warehouse. Deliveries to the warehouse require notification to Shipping and Receiving 24 hours in advance at (860) 486-6297. Delivery of equipment shall be made in strict accordance with the instructions listed on each request direct to the ordering department premises as indicated. Due to limited access to many of the buildings on the Storrs campus, deliveries to be made directly to departments must be made using a straight-bodied truck. The vendor will be responsible for ascertaining any additional restrictions for inside deliveries to departments.

1.10.2 The vendor will be responsible for the delivery of commodities in first-class condition at the point of delivery, and in accordance with good commercial practice.

1.10.3 The vendor shall indicate the method of deliver of goods to the University (e.g., common carrier, fleet, etc.) All deliveries must utilize roadways as opposed to sidewalks and lawns.

1.10.4 Orders must be fulfilled in a timely fashion. If any delays are expected, the Contractor shall notify the ordering department with details.

- 1.11 Warranty:** The Contractor shall unconditionally warrant all products as being free from defects and capable of performing when operated by the University within the parameters specified in the manufacturer's specifications. Within one (1) year from final acceptance of products, the Contractor shall correct all errors subsequently discovered in the design not due to the fault and negligence of the University and without charge to the University.
- 1.12 Report of Purchases:** The vendor(s) will be required to furnish the University's Purchasing Department with a summary of purchases made under this contract in six (6) month intervals.
- 1.13 Proposal Pricing:** The offered discount structure shall remain the same for the term of the contract. Price changes from the manufacturer will be passed on. All manufacturers' price change notifications received by the contractor shall be forwarded to the University and will take effect after acceptance by the University. There will be no allowance for price increases on orders already placed with the contractor.

SECTION 2 RFP Terms and Conditions

- 2.1** Each firm, by submitting a proposal, represents that the firm has:
- 2.1.1 Read and completely understands the RFP documents and attachments thereto.
 - 2.1.2 Is familiar with the conditions under which goods and services would be provided, including availability and cost of goods and labor.
 - 2.1.3 All respondents shall promptly notify the University of any ambiguity, inconsistency or error which they may discover upon examination of the bidding documents.
- 2.2.** Unless otherwise noted elsewhere in this document, all materials submitted in response to this RFP shall become the property of the University of Connecticut upon delivery and are to be appended to any formal documentation which would further define or expand the contractual relationship of the University and the respondent.
- 2.3** **Attention to Terms and Conditions:** The terms and conditions included must be reviewed carefully to ensure full responsiveness to the RFP. The finalized contract shall be, in form and substance, consistent with applicable University policies and State of Connecticut statutes and regulations regarding the creation and execution of such Agreements. The Purchasing Agreement Document (attached) will serve as the final executed contract pursuant to the award of this RFP, it contains all required State of Connecticut and University Terms and Conditions. Failure to agree to the Terms and Conditions found therein may cause the Bidders response to be considered non-compliant and subject to rejection. The failure of any respondent to receive or examine any contract, document, form or addendum shall not relieve it of any obligations with respect to its proposal or any executed contract. The submission of a proposal shall be conclusive evidence of the bidders understanding of the University's intent to incorporate such terms and conditions into the contract.
- 2.4** **Estimated Timetable:** The following schedule will apply to this RFP.
- | | |
|-------------------------------------|-------------------|
| Release of RFP | 2-6-2008 |
| Mandatory Pre-proposal Conference | 2-22-2008 10:00am |
| Closing Date for Inquiries | 3-3-2008 |
| RFP Due Date | 3-10-2008 2:00pm |
| Vendor Presentations (if necessary) | TBD |
| Negotiations/Contract Preparation | TBD |
| Attorney General's Office review | TBD |
| Board of Trustees Approval | TBD |
| Contract Start Date | 7-1-2008 |
- 2.5** **Inquiries:** Direct all inquiries relative to the conditions and specifications listed herein to:

Philip Lang
University of Connecticut, Purchasing Department
3 North Hillside Road Unit 6076
Storrs, CT 06269-6076
Phone: (860) 486-2626
Fax: (860) 486-5051
email: philip.lang@uconn.edu

- 2.6** **RFP Process:** The following process is described in detail to ensure that all bidders have equal access to information relative to this RFP and that proposals will be returned in full compliance with the requirements set forth herein.
- 2.6.1 **Communications:** All communications regarding this RFP shall be conveyed **in writing** to the contact listed in section 2.5 All questions and comments received prior to the mandatory pre-proposal conference shall be addressed in writing and distributed to all attendees. All questions received after the conference and prior to the cut-off date for inquiries shall be address in the form of addenda which shall be provided to all attendees of the conference, all addenda must be included in your response and noted on the Form of Proposal. All addenda shall

become part of this RFP document and incorporated into the final contract. Failure to sign and return any and all addendum acknowledgements with your proposal may be grounds for rejection of the proposal response.

2.6.2 Other Parties: No information relating to this RFP shall be communicated verbally or in writing to any other party associated with the University or to any other parties who may be involved in this RFP process. Communications between bidders and other parties will be cause for rejection of the bidder's proposal.

2.6.3 Confidential Information: All proposals are treated as confidential until an award is issued, after which they become subject to disclosure under the Freedom of Information Act. If a bidder believes portions of their response are exempt from disclosure, the respondent shall clearly mark this information "Confidential". If access to this "Confidential" information is requested under the FOI Act, said portions shall be forwarded to the Office of the Attorney General for approval of the requested confidential status. Any determination by the Office of the Attorney General is final.

2.6.4 Mandatory Pre-Proposal Conference: A pre-proposal conference will be held as stated below. The purpose of the conference is to provide information relating to this RFP and allow for questions and answers as required to clarify any terms, conditions or specifications of this RFP. Only those firms represented at this mandatory pre-proposal conference may submit proposals in response to this RFP.

Date/Time: 2-22-2008 10:00am
Location: Purchasing Department
Second Floor Bid Room
3 North Hillside Road, Storrs, Connecticut

2.7 **Proposal Submission:** One (1) original, five (5) hard copies and one (1) Soft copy (on CD) of the proposal must be submitted in a sealed package to:

University of Connecticut
Purchasing Department
Attention: Philip Lang
3 North Hillside Road Unit 6076
Storrs, CT 06269-6076

Labeled: RFP No. KJ020608-1 "Janitorial Equipment and Supplies"
On or before 2:00 p.m. on 3-10-2008

Any proposal received after the specified date and time will not be opened or considered and will be marked "LATE BID" with documentation to that effect

2.7.1 Proposals shall be presented in the exact format listed in section 2.7.3, this will assist in the evaluation process and insure all documents required for proposal compliance are included.

2.7.2 Submission/Opening: All responses shall be date/time stamped upon receipt in the Purchasing Department. No responsibility will be attached to any person for the premature opening of any package that is not properly identified. At the specified time stated in 2.7, all responses received shall be publicly opened. Due to the RFP format only the names of the respondents will be read. All other information will be considered confidential until after review and action by the Evaluation Committee and award of the final contract.

2.7.3 Response Format: All proposals must be submitted bound in 3 ring, loose leaf binders, no alternate binding methods shall be used. The required documents shall be separated by dividers and bound **in the sequence shown below**. Proposals that do not substantially conform to this requirement, consequently altering the basis for proposal comparison, may be disregarded and considered as unresponsive.

- 1- Brief cover letter
- 2- Formal Proposal, including Form of Proposal, price sheets, etc, completely filled out and signed
- 3- Bidders Qualification Form, completely filled out and signed
- 4- Point by Point Response, as described below *
- 5- Affidavits; Gift, Campaign, Consulting, Notification and Non-Discrimination

- 6- Corporate Resolution documenting Signature Authority**
- 7- CHRO, Contract Compliance Forms, completely filled out and signed**
- 8- Insurance Certificates, must meet state requirements**
- 9- Additional company information relating to qualifications**

* All proposals shall include a point-by-point response to this RFP. All terms and conditions must be acknowledged individually, referencing the section number with either acceptance of, or the bidder's exception to, each section. Exceptions must include details. Exceptions to terms and conditions may or may not be accepted by the University and may be cause for rejection. Failure to respond to all points may be grounds for rejection.

2.8 RFP Status and Submission Information:

2.8.1 RFP Acceptance/Rejection: The University reserves the right to cancel this Bid, to reject any or all proposals received, or any part thereof without penalty, to waive informalities or irregularities and to award a contract based not solely on the lowest cost, but based on an offer which, in the opinion of the University, best meets the requirements of this RFP and is deemed to be in the best interest of the University. Non-acceptance of a proposal means that another proposal was deemed more advantageous to the University or that all proposals were rejected.

2.8.2 Effective Period of Proposals; Any proposals submitted must remain in effect for a minimum period of one hundred and twenty (120) days after the closing date to allow time for evaluation, approval and award of the contract.

2.8.3 Minor Defects: If the University determines that a particular requirement may be modified or waived and still allow the University to meet the intent of this RFP, the requirement will be modified or waived for all bidders, and all proposals will be re-evaluated in light of the change.

2.8.4 Withdrawal or Modification of Proposals: A proposal shall not be modified, withdrawn or canceled by the bidder for a period of one hundred and twenty (120) days following the date and time assigned for the receipt of proposals. Prior to that time, proposals submitted early shall be modified or withdrawn only by written notice to the University. Such written notice shall be delivered in the same manner as the response.

2.8.5 Proposals shall indicate the full name of the respondent submitting the proposal and shall bear the signature of the principal duly authorized to execute contracts for the respondent. The name of each person signing the proposal shall be typed or printed below the signature.

2.8.6 All erasures or corrections shall be initialed by the person(s) signing the proposal.

2.8.7 Any interpretation, correction, or change of this RFP shall be made by addendum. Interpretations, corrections or changes of the RFP made in any other manner shall not be binding and respondents shall not rely upon such interpretations, corrections or changes. Any changes or corrections shall be issued by the University Purchasing Department.

2.8.8 All addenda shall be mailed, transmitted electronically or delivered to all who are known to have received the RFP. No addenda shall be issued later than seven (7) days prior to the date for receipt of bids except an addendum, if necessary, postponing the date for receipt of bids or withdrawing the RFP

2.8.9 All additional charges, including but not limited to software training, travel, per diem, office or other costs must be fully itemized and included in each proposal. Charges not specified in the proposal will not be honored unless agreed to in writing by the University Purchasing Department.

2.9 Method of Evaluation and Award: The following explains the method and conditions of evaluating proposals submitted for considerations

2.9.1 Evaluation Committee: A committee of interested parties shall perform the evaluation and recommend the selection for award based on the criteria set forth in this RFP.

2.9.2 RFP Evaluations: The contract award will be based upon a comprehensive review and analysis of proposals to determine which best meet the needs of the University. The award will be based on a points- earned matrix derived from this technical and financial evaluation.

2.9.3 The award shall be made to the most responsive bidders, offering the best value and with the highest total matrix scores as determined by the University. All Bidders submitting proposals concur with this method of award and will not, under any circumstances or in any manner, dispute any award made using this method.

2.9.4 The University will include in its evaluation: proposals, presentations, if requested, and references. In addition, the award will be predicated upon the successful negotiation of any additional specific terms and conditions not herein, to be included in the contract award.

2.9.5 All compliant responses shall be evaluated by a committee, which will use the specific evaluation criteria listed below. The importance given to each element is represented proportionately by the respective weight assignments. Proposals will be evaluated as to the vendor's response to the following criteria:

2.9.6 Evaluation Criteria, the following criteria will be evaluated using information submitted in response to this RFP. Specific examples will help with evaluation.

Cost	Maximum Points Available	50
Qualifications	Maximum Points Available	30
References	Maximum Points Available	20
Exceptions to Terms and Conditions	Maximum Deduction	- 10
Total	Maximum Points Available	100

2.9.7 Bidder's Cost Data: When evaluating Bidder's pricing, the following shall be used:

2.9.7.1 Discounts offered.

2.9.7.2 Depth of product catalog.

2.9.7.3 If desired, provide alternate innovative costing solutions that may help to minimize costs with examples.

2.9.8 Bidder's Qualification Data: When evaluating Bidder's qualifications, the following shall be used:

2.9.8.1 Past contracts showing experience with clients that have similar requirements.

Product Lines Offered.

Cleaning Chemical Program Offered.

Green / EPP knowledge and products.

Proposed customer services with details.

Personnel resumes and experience of personnel to be assigned to this contract.

Ability to meet all requirements.

2.9.8.2 Presentations: As part of its proposal review, the University may request presentations by respondents. The University reserves the right to, but is not obligated to, request that selected Bidders provide a formal presentation of its proposal. No vendor will be entitled to be present during, or otherwise receive any information regarding, any presentation of any other Bidder.

2.9.9 Bidder's Reference Data: All offers shall include at least five (5) references for clients receiving goods and services similar in size and scope to those of the University. The name of firm or entity, a brief description of the goods and services provided, the name, title, telephone number and email address of a contact person. Reference checks will be performed electronically, please notify your references of this future electronic transaction.

2.10 Pre-Award Presentations and Negotiations: As a part of the evaluation process, the University may require presentations from the highest ranked bidder(s). If a bidder is requested to make a presentation, the bidder will make the necessary arrangements and bear all costs associated with the presentation.

2.10.1 Award Negotiations: Selection may be made without further discussion or negotiation; therefore, proposals should be submitted with the bidders most favorable terms, Proposals must exhibit the bidder's ability to accomplish the tasks set forth and must include information that will enable the University to insure the Vendor's overall qualifications. The University reserves the right to request information or clarification on any matter included in the proposal. Prior to the award, the University may conduct negotiations with the highest ranked bidder(s) for purposes which include:

- 2.10.1.1 Resolving minor differences and informalities
- 2.10.1.2 Clarifying necessary details and responsibilities
- 2.10.1.3 Receiving assurances from bidder(s)
- 2.10.1.4 Exploring ways to improve the final contract

2.11 Formation of Agreement: At its option, the University may take either one of the following actions in order to form an agreement between the University and the selected bidder:

- 2.11.1 Accept a proposal as written by issuing a Contract Award Document awarding the contract to the selected bidder(s) which refers to this RFP and accepts the bidders proposal as submitted; or
- 2.11.2 Enter into negotiations with one or more bidders in an effort to reach a mutually satisfactory agreement based on this document, the proposal submitted by the selected bidder(s) and the negotiations concerning these. The University expressly reserves the right to negotiate prior to an award, any contract which may result from this proposal
- 2.11.3 Because the University may use the alternative described in paragraph 2.11.1 above, each bidder should include in its written proposal all requirements, terms or conditions it may have, and should not assume an opportunity will exist to add such matters after the proposal has been submitted.

2.12 Federal, State and Local Licenses, Permits and Taxes: The successful Contractor will comply with all laws and regulations regarding licenses, permits and taxes. Contractor shall keep fully informed of and shall faithfully observe all laws, national and state and local, and all ordinances and regulations affecting responsibility to the University, or affecting the rights of supplier's employees. Contractor shall fully comply with any new or amended federal, state and local laws and regulations that are relevant to this contract.

2.13 Assignment: Any contract resulting from this RFP may not be assigned or transferred without the prior written consent of both parties.

2.14 Non-appropriation of Funds: Notwithstanding any other provision of this RFP or any ensuing contract, if funds anticipated for the continued fulfillment of the contract are at any time not forthcoming or insufficient, either through the failure of the Connecticut Legislature to provide funds or alteration of the program under which funds were provided, then the University shall have the right to terminate the contract without penalty by giving not less than thirty (30) days written notice documenting the lack of funding. Unless otherwise agreed to, the contract shall become null and void on the last day of the fiscal year for which appropriations were received; except that if an appropriation to cover the costs of this contract becomes available within sixty (60) days subsequent to termination under this clause, the University agrees to reestablish a contract with the firm whose contract was terminated under the same provisions, terms and conditions of the original contract.

2.15 Responsibility of Those Performing the Work:

2.15.1 The firm shall be responsible for the acts and omissions of all the firm's employees and all subcontractors, their agents and employees and all other persons performing any of the work under a contract with the vendor.

2.15.2 The firm shall at all times enforce strict discipline and good order among the firm's employees and shall not employ any unfit person or anyone not skilled in the task assigned.

2.15.3 Incompetent or incorrigible employees shall be dismissed from the project by the firm when so determined by the University, and such persons shall be prohibited from returning to the project without the written consent of the University.

2.15.4 The actions of the Contractor with third parties are not binding upon the University. The Contractor is not a division of the University, partner or joint venture of/with the University.

2.16 Payment Terms: Payment Terms shall be 2% 15 days Net 45 days unless otherwise stated in the Form of Proposal.

2.17 Promotion: Unless specifically authorized in writing by University Communications on a case by case basis, contractor shall have no right to use, and shall not use, the name of the University of Connecticut, its officials or employees, the seal or any of the registered marks of the University: (A) in any advertising, publicity, promotion, nor (B) to express or to imply any endorsement of contractor's products or services: nor (C) to use the name of the state, its officials or employees or the University seal in any manner (whether or not similar to uses prohibited by subparagraphs (A) or (B) above), except only to manufacture and deliver in accordance with this agreement such items as are hereby contracted by the University.

2.18 Insurance: Contractor shall not commence work under this contract until he has obtained all insurance required under this Section, nor shall the Contractor allow any subcontractor to commence work on his subcontract until all similar insurance required of the subcontractor has been obtained.

A) Commercial General Liability- \$1,000,000 Combined Single Limit per occurrence for bodily injury, personal injury and property damage. Coverage shall include Premises and Operations, Independent Contractors, Products and Completed Operations, Contractual Liability and Board Form Property Damage coverage. If a general aggregate used, the general aggregate limit shall apply either separately to the project or the general aggregate limit shall be twice the occurrence amount.

B) Automobile Liability- \$1,000,000 Combined Single Limit Automobile Liability insurance shall be maintained against claims damages resulting from bodily injury, including wrongful death, and property damage which may arise from the operations of any owned, hired or non-owned vehicles used by or for the Contractor in any capacity in connection with carrying out this contract.

C) Workers Compensation and Employers' Liability- Statutory coverage in compliance with the Compensation laws of the State of Connecticut. Coverage shall include Employers' Liability with minimum limits of \$100,000 each accident, \$100,000 disease-each employee, and \$500,000 disease-policy limit.

D) Minimum Scope of Insurance- All Liability insurance policies shall be written on an "occurrence" basis only. All insurance coverage is to be placed with insurers authorized to do business in the State of Connecticut and must be placed with an insurer that has an A.M. Best's Rating of no less than A-, VII. All certificates of insurance shall be filed with the University Purchasing Department on the standard Acord Certificate of Insurance form showing the specified insurance and limits. **The University shall be named as an Additional Insured.** The contractor's insurer shall have no right of recovery of subrogation against the State and the contractor's insurance shall be primary coverage.

E) The awarded contractor must provide the University Purchasing Department with a current insurance certificate. The awarded contractor shall carry insurance during the term of this contract according to the nature of the work to be performed to "save harmless" the University from any claims, suits or demands that may be asserted against it by reason of any act or omission of the contractor, subcontractor or employee of either the contractor or subcontractor in providing services of this contract.

2.19 Waiver of Rights: No delay or failure to enforce any provision of any agreement resulting from this RFP shall constitute a waiver or limitation of University's rights under said resulting agreement.

2.20 Parking Guidelines and Information: The following regulations provide guidance when bringing a vehicle onto the Storrs Campus. These policies are intended to provide control of campus parking. All students, employees, vendors, visitors, contractors, etc., who park a motor vehicle on campus are subject to these rules and regulations. The successful vendor will be responsible for all necessary parking permits and associated fees. Information may be obtained from the University's Department of Parking and Transportation, 3 North Hillside Road, Unit 6199, Storrs, CT 06239-6199. (860) 486-4930

Parking on the Storrs campus is strictly regulated and is allowed only in paved, lined areas. Parking on lawns, grounds, or sidewalks is strictly prohibited. Parking during the hours of 7AM and 5PM, Monday through Friday is by

permit only. Some areas are restricted beginning at 5AM or for 24 hours (as posted). Violators will be ticketed and are subject to towing.

Parking in the North and South Garage is available for vehicles for a daily fee. There is no overnight parking available in the garages.

The Storrs campus is primarily a pedestrian campus. All motor vehicles must stop for pedestrians in crosswalks according to Connecticut State law. The maximum speed limit on campus is 25MPH. The maximum speed in all parking lots is 10MPH. These limits are in effect 24 hours per day.

2.21 Mandatory Affidavits: In light of recent executive and legislative changes to Connecticut's state contracting requirements, the Office of Policy and Management ("OPM") has updated its contracting affidavits, certifications and affirmations. Pursuant to Conn. Gen. Stat. §§ 4-250 and 251, and Governor M. Jodi Rell's Executive Order No. 1, para 8, Large State Contracts between the State of Connecticut and private entities are required to be accompanied by an Agency Certification and the appropriate Gift/Campaign Contribution Affidavit. Subsequently, Governor M. Jodi Rell's Executive Order No. 7C modified the contract thresholds provided in Conn. Gen. Stat. §§ 4-250 and 251 for all procurements with a value of \$50,000 or more in a calendar or fiscal year. In addition, Section 51 of Public Act 05-287 requires that state agencies obtain Consulting Affidavits from contractors with whom the agencies contract for the purchase of goods or services, which contract has a total value of \$50,000 or more in any calendar or fiscal year. Section 37 of Public Act 05-287 also requires that for Large State Construction or Procurement Contracts state agencies provide contractors with a summary of state ethics laws developed by the State Ethics Commission. Such contractor must provide affirmations regarding the receipt and compliance of said summary for itself and its subcontractors and consultants. Therefore, all state contracts that meet the requirements provided in the aforementioned decrees shall be accompanied by all appropriate affidavits, certification and affirmations. Please include mandatory affidavits which can be found at:

http://www.opm.state.ct.us/policies.htm#Office_Secretary

Your proposal response must include the following original, notarized affidavits to be considered compliant:

"Gift / Campaign Contribution Certification" – Form 1

"Consulting Agreement Affidavit" – Form 5

"Non-Discrimination Resolution" – Corporate or Individual

2.22 Whistleblower Language: In accordance with the University's compliance program, the University has in place an anonymous ethics and compliance reporting hotline service – 1-888-685-2637. Any person who is aware of unethical practices, fraud, violation of state laws or regulations or other concerns relating to University policies and procedures can report such matters anonymously. Such persons may also directly contact the University's compliance office at: Office of Audit, Compliance, and Ethics, 9 Walters Avenue, Unit 5084, Storrs, CT 06269-5084; Phone 860-486-4526; Fax 860-486-4527. As a provider of goods and/or services to the University, you are hereby required to notify your employees, as well as any subcontractors, who are involved in the implementation of this contract, of this reporting mechanism.

2.23 Signature Authorization Documentation (Mandatory Submittal): Signature authorization documentation must be included in your proposal response under the following guidelines in reference to the individual signing this proposal and agreement.

- A. If the contractor is an individual, who is signing the proposal in his/her individual capacity, then no signature authorization documentation is required.
- B. With the exception of an individual, signing in his/her individual capacity, ALL contractors must provide some type of signature authorization documentation clearly stating who is authorized to sign the proposal on the contractor's behalf.
- C. Documentation must clearly state when and how such authorization was given.
- D. Documentation must state that the authorization is still in full force and effect.
- E. Documentation must be signed by someone other than the individual signing the proposal ON OR AFTER the date the proposal is signed.
- F. Corporate Resolution, Secretarial Certification or Ratification are acceptable forms of signature authorization documentation.
- G. Samples and further information are on the University of Connecticut Purchasing Department's web page: <http://www.purchasing.uconn.edu/corpres/corpres.html>

SECTION 3
Form of Proposal

FORM OF PROPOSAL
RFP# **KJNumber-1**
Janitorial Equipment and Supplies

Date: **3-10-2008**

TO: University of Connecticut
Purchasing Department
3 North Hillside Road, Unit 6076
Storrs, CT 06269-6076

1. The undersigned respondent, in response to your Request for Proposal for Janitorial Equipment and Supplies for the University of Connecticut having examined the proposal documents and being familiar with the conditions surrounding the proposed services hereby propose to provide services in accordance with the proposal attached hereto.

2. Respondent acknowledges receipt of the following addenda which are a part of the proposal documents:

Numbers: _____, _____, _____

3. Respondent understands that the University of Connecticut reserves the right to reject any and all proposals, waive irregularities or technicalities in any proposal, and accept any proposal in whole or in part which it deems to be in its own best interest.

4. Respondent agrees that this proposal shall be good and may not be withdrawn for a period of one hundred and twenty (120) calendar days after the public opening and reading of the proposals.

5. Respondent hereby certifies: a) that this proposal is genuine and is not made in the interest of or on behalf of any undisclosed person, firm or corporation; b) the respondent has not directly or indirectly induced or solicited any other respondent to put in a false or sham proposal ; c) that the respondent has not solicited or induced any person, firm or corporation to refrain from proposing; and d) that the respondent has not sought by collusion to obtain any advantage over any other respondent or over the university.

6. University Payment Terms are 2% 15 Net 45. Respondent agrees to these payment terms unless otherwise indicated in this space provided: _____

7. Bidder agrees to extend contract to: CCPG Yes ___ No ___ UCHC Yes ___ No ___ UConn Contractors Yes ___ No ___

8. Submit your firm's Formal Proposal, to include the following required submittals;

- Form of Proposal, duly signed
- Discount Schedules, Equipment Sheets
- Proposed Services
- Complete Description of Proposed Chemical and Chemical Dispensing Program
- Complete Contract Start-up Mobilization Plan
- List of Equipment Manufacturers with Product Catalogs
- Evidence of Ability to Meet Requirements, with details

Entire Proposal submittal must meet the requirements shown in section 2.7.3, Response Format

FIRM: _____

BY: _____

ADDRESS: _____

TITLE: _____

DATE: _____

PHONE #: _____

FAX #: _____

F.E.I.N. #: _____

EMAIL: _____

Section 3 - Form of Proposal

Discount List – Add Additional Manufacturers on Blank Lines

BRANDS LIST		Wholesale +/- %	or	Retail - %		Authorized Distributer Y/N
<u>CONTAINERS</u>	-					
RUBBERMAID						
IMPACT						
UNITED						
<u>CAN LINERS</u>	-					
COVALENCE PLASTICS						
<u>BROOMS/BRUSHES/MOPS</u>	-					
CARLISLE						
RUBBERMAID						
O'CEDAR						
IMPACT						
UNGER						
3M						
<u>CARTS/TRUCKS</u>	-					
RUBBERMAID						
ROYAL						
<u>MISCELLANEOUS CLEANERS</u>	-					
SAVOL BLEACH						
IMPACT						
TASKI						
3M						
<u>PAPER PRODUCTS</u>	-					
SCA						
GEORGIA PACIFIC						
HOSPECO						

BRANDS LIST		Wholesale +/- %	or	Retail - %		Authorized Distributer Y/N
<u>FLOOR/CARPET MACHINES</u>	-					
WINDSOR						
KAIVAC						
<u>FLOOR PADS</u>	-					
3M						
TASKI						
<u>MATTING</u>	-					
CROWN						
3M						
ANDERSEN						
<u>FLOOR TREATMENTS</u>	-					
BASIC COATINGS						
TASKI						
<u>SOAP/DETERGENT</u>	-					
GOJO						
STAHL						
<u>SPONGES/WIPERS</u>	-					
3M						
LYMAN						
<u>DEODORIZERS</u>	-					
TIMEMIST						
VAPORTEK						

Section 3 - Form of Proposal

Upright Vacuum, 14"

Offered Product	Manufacturer	Model	Current Price	Comply	Alt
	_____	_____	_____		
Construction: All components shall be constructed of high impact material which will withstand the rigors of institutional cleaning				_____	_____
Size: 14" wide				_____	_____
Features: Energy Star rated				_____	_____
"Green" rating				_____	_____
Magnetic strip on front				_____	_____
40' - 50' non-marking cord				_____	_____
Built-in, go anywhere accessory hose				_____	_____
Top fill, disposable bags				_____	_____
Must lay flat to reach under furniture				_____	_____
Ability to replace brush strip only				_____	_____
Capacity: 300 cu. In				_____	_____
Vacuum Motor: 2-stage; 750 Watt				_____	_____
Electrical: 120 Volt, 60 Cycle, 2-wire double insulated or 3-wire grounded construction				_____	_____
Brush Motor: 150 Watt with non-slip belt, electronic safety clutch and over-speed control				_____	_____
Weight: 17 - 20 pounds				_____	_____
Adjustment: Four (4) pile heights				_____	_____
Accessories: Standard tool kit				_____	_____
Performance Specifications: Noise level - 65 dBA maximum				_____	_____
Waterlift - 69" minimum				_____	_____
Air Volume - 91 cfm minimum				_____	_____

Section 3 - Form of Proposal

Upright Vacuum, 18"

Offered Product	Manufacturer	Model	Current Price	
			Comply	Alt
Construction:	All components shall be constructed of high impact material which will withstand the rigors of institutional cleaning		_____	_____
Sizes:	18" wide		_____	_____
Features:	Energy Star rated		_____	_____
	"Green" rating		_____	_____
	Magnetic strip on front		_____	_____
	40' - 50' non-marking cord		_____	_____
	Built-in, go anywhere accessory hose		_____	_____
	Top fill, disposable bags		_____	_____
	Must lay flat to reach under furniture		_____	_____
	Ability to replace brush strip only		_____	_____
Capacity:	300 cu. In		_____	_____
Vacuum Motor:	2-stage; 750 Watt		_____	_____
Electrical:	120 Volt, 60 Cycle, 2-wire double insulated or 3-wire grounded construction		_____	_____
Brush Motor:	150 Watt with non-slip belt, electronic safety clutch and over-speed control		_____	_____
Weight:	17 - 20 pounds		_____	_____
Adjustment:	Four (4) pile heights		_____	_____
Accessories:	Standard tool kit		_____	_____
Performance Specifications:	Noise level - 65 dBA maximum		_____	_____
	Waterlift - 69" minimum		_____	_____
	Air Volume - 91 cfm minimum		_____	_____

Section 3 - Form of Proposal

Wet/Dry Vacuum

Offered Product	Manufacturer	Model	Current Price	
			Comply	Alt
Construction:	All components shall be constructed of high impact materials which will withstand the rigors of institutional cleaning. (Stainless Steel is NOT Acceptable)		_____	_____
Features:	Energy Star rated		_____	_____
	"Green" rating		_____	_____
	Minimum 50' non-marking cord		_____	_____
	Auto shut off		_____	_____
	Pump-out drain		_____	_____
	On-board tool storage		_____	_____
Wheels:	Non-marking		_____	_____
	10" rear wheels		_____	_____
	4" front casters		_____	_____
Capacity:	16 gallon minimum		_____	_____
Motor:	1.6 HP, 2-stage		_____	_____
Filter:	Top loading		_____	_____
Squeegee:	Minimum of 39" long		_____	_____
	Front mounted		_____	_____
Hose:	Approximately 10' L x 1.5" diam.		_____	_____
	Accessories:	Standard Tool Kit, Front mounted		_____
Performance Specifications:	Noise level:	65 dBA maximum	_____	_____
	Waterlift:	84" Minimum	_____	_____
	Air Volume	91 cfm minimum	_____	_____

Section 3 - Form of Proposal

Standard Speed Floor Machine 17”

Offered Product	Manufacturer	Model	Current Price	
			Comply	Alt
Construction:	Energy Star rated		_____	_____
	“Green” rating		_____	_____
	All components shall be constructed of high impact material which will withstand the rigors of institutional cleaning (Polyethylene or cast aluminum)		_____	_____
Features:	Minimum 50' non-marking cord; 14/3 SJTW		_____	_____
	Handle grips with safety switch		_____	_____
	Ratchet style tooth metal blade		_____	_____
Motor:	175 rpm		_____	_____
Electrical:	Heavy duty 1 HP circuit breaker protected 120 volts, 12 amps, 60 Hz, 746 Watts DC rectified		_____	_____
Drive:	Triple planetary precision gear box 10/1 ratio reduces speed to 175 rpm		_____	_____
Weight:	Maximum 95 pounds		_____	_____
Accessories:	Pad Holders		_____	_____
	Scrub Brushes		_____	_____

Section 3 - Form of Proposal

Standard Speed Floor Machine 20"

Offered Product	Manufacturer	Model	Current Price	
			Comply	Alt
Construction:	Energy Star rated		_____	_____
	“Green” rating		_____	_____
	All components shall be constructed of high impact material which will withstand the rigors of institutional cleaning (Polyethylene or cast aluminum)		_____	_____
Features:	Minimum 50' non-marking cord; 14/3 SJTW		_____	_____
	Handle grips with safety switch		_____	_____
	Ratchet style tooth metal blade		_____	_____
Motor:	175 rpm		_____	_____
Electrical:	Heavy duty 1 HP circuit breaker protected 120 volts, 12 amps, 60 Hz, 746 Watts DC rectified		_____	_____
Drive:	Triple planetary precision gear box 10/1 ratio reduces speed to 175 rpm		_____	_____
Weight:	Maximum 95 pounds		_____	_____
Accessories:	Pad Holders		_____	_____
	Scrub Brushes		_____	_____

Section 3 - Form of Proposal

High Speed Floor Machine

	Manufacturer	Model	Current Price	
Offered Product	_____	_____		
		Comply	Alt	
Construction:	All components shall be constructed of high impact material which will withstand the rigors of institutional cleaning (Polyethylene or cast aluminum)	_____	_____	
Features:	Energy Star rated	_____	_____	
	"Green" rating	_____	_____	
	Minimum 50' non-marking cord; 4 gauge, 3 wire SJT	_____	_____	
	Handle grips with safety switch	_____	_____	
	Ratchet style tooth metal blade	_____	_____	
	Pad Speed: 2,000 to 3,000 rpm	_____	_____	
Motor:	1.5 HP , DC circuit breaker protected Direct Drive, DC rectified	_____	_____	
	120 volts, 12 amps, 1100 Watts	_____	_____	
	Permanent magnet	_____	_____	
Drive:	Triple planetary precision gear box, 10/1 ratio	_____	_____	
Dust Control System:	Built-in dust collection system	_____	_____	
	Cloth dust bag w/paper filter capability	_____	_____	
	Filter efficiency must be a minimum of 98% at 0.1	_____	_____	
Pad Driver Motor:	Flexible, free-floating disc w/center locking hub	_____	_____	
	Self-adjusting pad pressure	_____	_____	
Weight:	95 to 100 pounds	_____	_____	
Accessories:	Pad Holders	_____	_____	
	Scrub Brushes	_____	_____	

Section 3 - Form of Proposal

Self Contained Carpet Extractor

Offered Product	Manufacturer	Model	Current Price	
			Comply	Alt
Construction:	Steel Chassis w/ chemical resistant finish; all components shall be constructed of high impact material, such as polyethylene, which is rustproof and non-corrosive			
Features:	Energy Star rated			
	“Green” rating			
	Minimum 50' non-marking cord; 14/3 SJTW twist lock connector & strain relief			
	Lighted, waterproof push button switches			
	Adjustable handle			
	Indicator lights			
Capacity:	3.5 to 10 gallons			
Solution Tank:	Shall include a solution sight tube			
	Flexible external drain			
Solution Pump:	Minimum 50 psi			
	Anti-drip			
Solution Spray:	Clear, high impact plastic dome			
	Auxiliary tool outlet nipple			
Recovery Tank:	Clear, high impact plastic dome			
	3.5 to 5 gal. capacity shall be lift off			
	6 to 10 gal. capacity shall be fitted with a 1.5” to 2” drain			
Electrical:	115 volts; 60 Hz			
Vacuum Motor:	Must have circuit breaker protection			
Vacuum Shoe:	Free floating and weighted			
	Preference is for hose from vacuum shoe to attach directly to recovery dome			
Brush Motor:	Must have circuit breaker protection			
	Minimum of 1/8 HP for 3.5 to 5 gal.			
	Minimum of 1/8 HP for 5 to 10 gal.			

Section 3 - Form of Proposal

Self Contained Carpet Extractor Continued...

		Comply	Alt
Brush:	ABS core w/ Stainless Steel bearings	_____	_____
	Nylon bristles, helically wound	_____	_____
	Adjustable brush w/ indicator light on panel	_____	_____
Weight:	Maximum 120 pounds	_____	_____
Wheels:	8" non-marking rubber	_____	_____
Standard Tool Kit:	Accessories must have rotationally molded edges, swivel cuff connections and locking spray trigger.	_____	_____
Performance Specifications:	Air Volume: 100 cfm	_____	_____

Section 3 - Form of Proposal

Ice Melt

The University has chosen to accept only “environmentally friendly” ice melt products. The currently supplied product is as specified below. Any alternate product is required to meet the same “environmentally friendly” standard. MSDS sheets and full product literature must be submitted with your response. This product is ordered in full truckload lots, 2-3 per year.

Current Accepted Product Manufacturer: HLF Diversified Product: Reactor Ice Melter

	Manufacturer	Product	Current Price	
Offered Product	_____	_____	_____	
			Comply	Alt
Contents	CaCL ₂ , NaCl, Urea		_____	_____
Features	Environmentally safe green marker added (marker may be green or blue)		_____	_____
	Safe for concrete		_____	_____
	Not harmful to grass or shrubs		_____	_____
	Will not stain carpets		_____	_____
	Melts to -24 degrees F.		_____	_____
	50 lb <u>sturdy</u> pail		_____	_____

Section 3 - Form of Proposal

Paper Towels 1

100% recycled content, minimum 40% post consumer recycled content

No chlorine or derivatives of chlorine (such as hypochlorite and chlorine dioxide) used in manufacturing process

	Manufacturer	Model	Current Price
Offered Product	_____	_____	_____

Paper Towels 2

100% recycled content, minimum 80% post consumer recycled content

No chlorine or derivatives of chlorine (such as hypochlorite and chlorine dioxide) used in manufacturing process

	Manufacturer	Model	Current Price
Offered Product	_____	_____	_____

Paper Towels Green Alternate

Provide specifications for green alternates

	Manufacturer	Model	Current Price
Offered Product	_____	_____	_____

Paper Towels Green Alternate

Provide specifications for alternates

	Manufacturer	Model	Current Price
Offered Product	_____	_____	_____

Use additional sheets as required

Section 3 - Form of Proposal

Toilet Paper 1

100% recycled content, minimum 20% post consumer recycled content

No chlorine or derivatives of chlorine (such as hypochlorite and chlorine dioxide) used in manufacturing process

	Manufacturer	Model	Current Price
Offered Product	_____	_____	_____

Toilet Paper 2

100% recycled content, minimum 80% post consumer recycled content

No chlorine or derivatives of chlorine (such as hypochlorite and chlorine dioxide) used in manufacturing process

	Manufacturer	Model	Current Price
Offered Product	_____	_____	_____

Toilet Paper Green Alternate

Provide specifications for green alternates

	Manufacturer	Model	Current Price
Offered Product	_____	_____	_____

Toilet Paper Green Alternate

Provide specifications for green alternates

	Manufacturer	Model	Current Price
Offered Product	_____	_____	_____

Use additional sheets as required

Section 3 - Form of Proposal

Plastic Liners, Small

BAG, SMALL, CLEAR 15" X 9" X 23" 1.2 MIL 500/CS
Spec 1: Minimum 12% Post Consumer Content

	Manufacturer	Model	Current Price
Offered Product	_____	_____	_____

BAG, SMALL, CLEAR 15" X 9" X 23" 1.2 MIL 500/CS
Spec 2: Minimum 40% Post Consumer Content

	Manufacturer	Model	Current Price
Offered Product	_____	_____	_____

BAG, SMALL, CLEAR 15" X 9" X 23" 500/CS
Green Alternate 1 (provide spec)

	Manufacturer	Model	Current Price
Offered Product	_____	_____	_____

BAG, SMALL, CLEAR 15" X 9" X 23" 500/CS
Green Alternate 2 (provide spec)

	Manufacturer	Model	Current Price
Offered Product	_____	_____	_____

Use additional sheets as required

Section 3 - Form of Proposal

Plastic Liners, Large, Clear (or opaque)

BAG, LARGE, CLEAR 23" X 17" X 46" 3 MIL 100/CS
Spec 1: Minimum 12% Post Consumer Content

	Manufacturer	Model	Current Price
Offered Product	_____	_____	_____

BAG, LARGE, CLEAR 23" X 17" X 46" 3 MIL 100/CS
Spec 2: Minimum 40% Post Consumer Content

	Manufacturer	Model	Current Price
Offered Product	_____	_____	_____

BAG, LARGE 23" X 17" X 46" 100/CS
Green Alternate 1 (provide spec)

	Manufacturer	Model	Current Price
Offered Product	_____	_____	_____

BAG, LARGE 23" X 17" X 46" 100/CS
Green Alternate 2 (provide spec)

	Manufacturer	Model	Current Price
Offered Product	_____	_____	_____

Use additional sheets as required

Section 3 - Form of Proposal

Plastic Liners, Large, Black (or other)

BAG, LARGE, BLACK 23" X 17" X 46" 3 MIL 100/CS
Spec 1: Minimum 12% Post Consumer Content

	Manufacturer	Model	Current Price
Offered Product	_____	_____	_____

BAG, LARGE, BLACK 23" X 17" X 46" 3 MIL 100/CS
Spec 2: Minimum 40% Post Consumer Content

	Manufacturer	Model	Current Price
Offered Product	_____	_____	_____

BAG, LARGE 23" X 17" X 46" 100/CS
Green Alternate 1 (provide spec)

	Manufacturer	Model	Current Price
Offered Product	_____	_____	_____

BAG, LARGE 23" X 17" X 46" 100/CS
Green Alternate 2 (provide spec)

	Manufacturer	Model	Current Price
Offered Product	_____	_____	_____

Use additional sheets as required

PART 4
Bidder's Qualification Statement

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

4.1 Indicate exactly the name by which this organization is known:

Name _____.

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

Years? _____.

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

1. _____ 2. _____ 3. _____

4.4 What is the primary commodity/service provided by this business? How many years has this organization been in business providing this commodity/service?

Commodity/Service _____ Years? _____

4.5 This firm is a: _____ Corporation _____ Partnership _____ Sole Proprietorship _____ Joint Venture _____ Other

This firm is: _____ Women Owned _____ Minority Business _____ Connecticut Set Aside Contractor

4.6 Provide names all supervisory personnel, such as Principals, Supervisors, and Sales Representatives, who will be directly involved with the contract on which you are now a Bidder. Indicate the number of years of experience and number of years of which they have been in a Supervisory capacity.

Name	Years	Years/supervisor	Telephone #	E-mail address
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

4.7 Provide References. Include five (5) firms or institutions (educational if possible), where your organization is currently providing services of the type you are proposing. Please include name, title, telephone number and accurate Email address of a contact person at each firm or institution.

Reference #1 _____
 Company _____

 Contract / Project Description _____

 Contact _____ Telephone No. _____ Email _____

Reference #2

Company

Contract / Project Description

Contact

Telephone No.

Email

Reference #3

Company

Contract / Project Description

Contact

Telephone No.

Email

Reference #4

Company

Contract / Project Description

Contact

Telephone No.

Email

Reference #5

Company

Contract / Project Description

Contact

Telephone No.

Email

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

(Attach additional sheet if necessary)

4.9 Has your organization ever failed to complete a contract, or has any officer or partner of your organization ever been an officer or partner of another organization that failed to complete a contract? If so, indicate the circumstances leading to the project failure and the name of the company which provided the bonding for the failed contract(s):

4.10 List all legal or administrative proceedings currently pending or concluded adversely within the last five years which relate to procurement or performance of any public or private service/maintenance contracts.

1. _____ Attached 2. _____ N/A

Dated at _____

this _____ day of _____ 2007

Name of Organization: _____

Address: _____

Telephone: _____ Fax: _____
Provide 800 Telephone and Fax numbers, if available

Signature _____

(Print Name) _____

Title _____

NON-DISCRIMINATION CERTIFICATION

(By individual contractor regarding support of nondiscrimination against persons on account of their race, color, religious creed, age, marital or civil union status, national origin, ancestry, sex, mental retardation, physical disability or sexual orientation.)

I _____, of
(signer's name)

_____, am
(business name/address)

entering into a contract (or an extension or other modification of an existing contract) with the State of Connecticut (the "State") in my individual capacity for

(If available, insert "Contract No."; otherwise generally describe the goods or services to be provided)

In order to induce the State to consummate said contract, I hereby certify that I support the nondiscrimination agreements and warranties required under Connecticut General Statutes § 4a-60(a)(1) and § 4a-60a(a)(1), as amended in State of Connecticut Public Act 07-245 and sections 9(a)(1) and 10(a)(1) of Public Act 07-142.

IN WITNESS WHEREOF, the undersigned has executed this certificate this ____ day of _____, 20____.

(Owner's Signature)

(Printed Name)



STATE OF CONNECTICUT GIFT AND CAMPAIGN CONTRIBUTION CERTIFICATION

Certification to accompany a State contract with a value of \$50,000 or more in a calendar or fiscal year, pursuant to C.G.S. §§ 4-250 and 4-252(c); Governor M. Jodi Rell's Executive Orders No. 1, Para. 8, and No. 7C, Para. 10; and C.G.S. §9-612(g)(2), as amended by Public Act 07-1

INSTRUCTIONS:

Complete all sections of the form. Attach additional pages, if necessary, to provide full disclosure about any lawful campaign contributions made to campaigns of candidates for statewide public office or the General Assembly, as described herein. Sign and date the form, under oath, in the presence of a Commissioner of the Superior Court or Notary Public. Submit the completed form to the awarding State agency at the time of initial contract execution (and on each anniversary date of a multi-year contract, if applicable).

CHECK ONE: Initial Certification Annual Update (Multi-year contracts only.)

GIFT CERTIFICATION:

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

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

I, the undersigned, am the official authorized to execute the Contract on behalf of the Contractor. I hereby certify that, between the Planning Start Date and Execution Date, neither the Contractor nor any Principals or Key Personnel has made, will make (or has promised, or offered, to, or otherwise indicated that he, she or it will, make) any **Gifts** to any Applicable Public Official or State Employee.

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

CAMPAIGN CONTRIBUTION CERTIFICATION:

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



STATE OF CONNECTICUT GIFT AND CAMPAIGN CONTRIBUTION CERTIFICATION

Lawful Campaign Contributions to Candidates for Statewide Public Office:

<u>Contribution Date</u>	<u>Name of Contributor</u>	<u>Recipient</u>	<u>Value</u>	<u>Description</u>

Lawful Campaign Contributions to Candidates for the General Assembly:

<u>Contribution Date</u>	<u>Name of Contributor</u>	<u>Recipient</u>	<u>Value</u>	<u>Description</u>

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

Printed Contractor Name

Signature of Authorized Official

Subscribed and acknowledged before me this _____ day of _____, 200__.

Commissioner of the Superior Court (or Notary Public)

For State Agency Use Only

Awarding State Agency

Planning Start Date

Contract Number or Description



STATE OF CONNECTICUT
CONSULTING AGREEMENT AFFIDAVIT

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

INSTRUCTIONS:

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

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

This affidavit must be amended if the contractor enters into any new consulting agreement(s) during the term of the State contract.

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

I, the undersigned, hereby swear that I am the chief official of the bidder or vendor awarded a contract, as described in Connecticut General Statutes § 4a-81(a), or that I am the individual awarded such a contract who is authorized to execute such contract. I further swear that I have not entered into any consulting agreement in connection with such contract, except for the agreement listed below:

Consultant's Name and Title Name of Firm (if applicable)

Start Date End Date Cost

Description of Services Provided:

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

If YES: Name of Former State Agency Termination Date of Employment

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

Printed Name of Bidder or Vendor Signature of Chief Official or Individual Date
Printed Name (of above) Awarding State Agency

Sworn and subscribed before me on this _____ day of _____, 200__.

Commissioner of the Superior Court
or Notary Public



**STATE OF CONNECTICUT
AFFIRMATION OF RECEIPT OF STATE ETHICS LAWS SUMMARY**

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

INSTRUCTIONS:

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

CHECK ONE:

- I am a person seeking a large State construction or procurement contract. I am submitting this affirmation to the awarding State agency with my bid or proposal. [Check this box if the contract will be awarded through a competitive process.]
- I am a contractor who has been awarded a large State construction or procurement contract. I am submitting this affirmation to the awarding State agency at the time of contract execution. [Check this box if the contract was a sole source award.]
- I am a subcontractor or consultant of a contractor who has been awarded a large State construction or procurement contract. I am submitting this affirmation to the contractor.

IMPORTANT NOTE:

Contractors shall submit the affirmations of their subcontractors and consultants to the awarding State agency. Failure to submit such affirmations in a timely manner shall be cause for termination of the large State construction or procurement contract.

AFFIRMATION:

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

* The summary of State ethics laws is available on the State of Connecticut's Office of State Ethics website at http://www.ct.gov/ethics/lib/ethics/contractors_guide_final2.pdf

Signature

Date

Printed Name

Title

Firm or Corporation (if applicable)

Street Address

City

State

Zip

Awarding State Agency

**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.

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.

<p>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.</p> <p>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.</p> <p>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</p> <p>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.</p> <p>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.</p>	<p>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.</p> <p>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..</p> <p>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.</p> <p>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.</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? 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)	Yes__ No__
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		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)	(Telephone)
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