



**Asnuntuck Community College**

**Request for Proposal (RFP)  
Janitorial Service Provider  
RFP # ASN18-01**

**Proposal Due date: November 16, 2017 – By 2:00 PM E.S.T.**

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## **I. STATEMENT OF OBJECTIVES**

Asnuntuck Community College (“Institution”) is seeking proposals from a qualified, professional janitorial/custodial company to maintain the premises of the Institution.

The College intends for this RFP to result in a single contract award.

A mandatory walk-through will be held on Thursday November 9, 2017 at 10:00AM at the Institution, and shall commence in the Tower Lobby.

## **II. BACKGROUND**

Asnuntuck Community College is one of twelve two-year community colleges in the State of Connecticut. Located in Enfield, Connecticut, Asnuntuck was chartered in 1972 to serve eight towns in north-central Connecticut including Enfield, Somers, Windsor Locks, Suffield, East Windsor, East Granby, Stafford and Ellington. Asnuntuck is one of the smallest community colleges within the Connecticut Community College system. Asnuntuck served approximately 1,637 students (credit only) in Fall 2017, and served additional 1,194 non-credit students in 2016 through the College’s Division of Continuing Education. The College has 107 full-time employees (including faculty) and 148 part-time employees (including adjunct faculty and Continuing Education instructors).

For additional information, please visit our website: [www.asnuntuck.edu](http://www.asnuntuck.edu)

## **III. SERVICES REQUIRED**

The successful janitorial service vendor (the “Contractor”) shall operate in a manner that provides and maintains the Institution’s premises in a clean, neat, hygienic, and sanitary condition. The Contractor shall be responsible for all aspects of the service, including labor, tools, equipment, and transportation services required to perform the specifications.

### **1. DESCRIPTION OF GOODS AND SERVICES**

#### **a. Schedule of Work**

The Contractor shall furnish sufficient labor, equipment, and materials to do the custodial work as scheduled, using the methods, materials, and equipment as further outlined in these specifications. All services to be performed under the following schedule:

- i. Monday through Thursday with service being performed no earlier than 8:00PM unless otherwise specified and approved by the Institution and to be completed no later than 7:00AM the following morning

#### **b. Materials and Products**

The Contractor shall be required to utilize all supplies and materials provided by the institution, unless otherwise specified, required to do the work as outlined in the Defined Janitorial Services. It shall include, but not necessarily be limited to, the following products:

- a. Soaps and detergents
- b. Cleaning chemicals used on floors, walls, furniture, toilet rooms, shower and locker rooms, tile, brick, concrete, or other building surfaces
- c. Rags, cloths, sponges, brushes, pails, spray bottles, scrapers, steel wool, plastic disposal bags, mop buckets, mops, wringers, vacuums, and other equipment needed to complete the janitorial work as scheduled
- d. Germicides or fungicides
- e. Any paper products or plastic bags used in the cleaning process
- f. Wax
- g. Stripper solution

- h. Blower Machines
- i. Buffer machine pads

Contractor shall supply the following equipment:

- a. Floor machine
- b. Carpet extractor
- c. Floor stripper machine
- d. Buffer machine

The Institutions shall furnish and maintain an adequate supply of the following items:

- a. Hand towels
- b. Hand soap
- c. Toilet paper
- d. Toilet seat covers
- e. Sanitary waste disposal units and liners

c. **Personnel**

All personnel shall be neat and clean in appearance. All personnel working on campus will be in a company shirt or smock, and shall wear an identification badge in plain view of everyone.

d. **Material Storage**

Institution shall furnish limited storage space for the Contractor's cleaning materials and equipment. It is the Contractor's responsibility to maintain the storage area(s) in a neat and orderly manner.

e. **Labor**

The Contractor shall have a supervisor in charge of the scheduled work who shall represent the Contractor and coordinate the work with the Institution's building superintendent or his designee.

The Contractor shall direct his supervisory personnel to secure all entrances and exits during the nightly operations and lock all doors and windows when leaving the premises.

f. **Defined Janitorial Services**

Empty Wastepaper Containers

- a. Empty all wastebaskets and waste containers for this purpose and deposit at designated location.
- b. Keep waste baskets clean and sanitary by the use of plastic can liners; only replace liners when necessary

Empty Single Stream Recycling Containers

- a. Empty all Single Stream Recycling Containers into dumpster designated for this purpose.
- b. Keep Single Stream Recycling baskets clean and sanitary by the use of plastic can liners supplied by the Institution. Materials to be recycled must be removed from bags before being placed in the recycling dumpster.

Spot Clean Glass

- a. Use approved glass cleaner and dry towel.
- b. Remove fingerprints and smears from doors, door skylights, door windows, and partition glass.

Vacuum Carpets

- a. Completely vacuum all areas of exposed carpet within a room or corridor using a Hepa brand vacuum cleaner supplied by the institution.

Dust Furniture

- a. Use a clean rag treated with an approved solution.
- b. Wipe off all surfaces of hard-finished furniture.

Damp Mop Floors

- a. Use a clean, strained mop with an approved sanitizing solution.
- b. Wash all exposed areas of floor surfaces.

- c. Wring out mop so that it does not drip when damp mopping floor.
- d. Use "WET FLOOR" signs as needed.

#### Clean Restroom/Locker Room Fixtures

- a. Use an approved solution, clean all surfaces and wipe dry. Restroom/Locker Room fixtures include:
  - i. Mirrors, commodes, wash basins, urinals, shower stalls, exposed piping and valves, exterior of hand towel dispensers, exterior of toilet paper dispenser

#### Cleaning/Buffering Floors

- a. Vinyl composition tile will be swept clean and then washed.
- b. Use spray buff method with an approved floor finish material.
- c. Floor finish material should be compatible with high speed buffing machines.
- d. Rubber tile to be swept clean, then washed
- e. Slate tile to be swept clean, then washed

#### Dust Mop

- a. Use a treated dust mop to remove all surface dust and dirt.
- b. Use only an approved mop treatment on all hard surface floors.

#### Spot Clean Carpets and Fabric-covered Furniture and Walls

**NOTE:** Due to various types of floors, follow map; methods of cleaning shall be approved by the Institution. Flooring types other than carpet include slate, VCT, Terrazzo, and Rubber flooring.

- a. Carpets and Fabric-covered Furniture
  - i. Clean up spilled materials and treat carpet in an approved manner.
  - ii. Clean up spilled materials and treat fabric-covered furniture in an approved manner.
- b. Walls
  - i. Painted Walls: to be spot-cleaned with a clean rag and an approved solution.
  - ii. Metal Partitions: use an approved sanitizing solution with a clean rag and wipe dry.
  - iii. Stained Doors and Trim: prior to cleaning any stained door or other wood trim, the Contractor will get specific instructions on the type of cleaning solution to be used

#### Mop Floors

- a. Ceramic Tile:
  - i. Use a clean mop with an approved mild detergent and germicide.
  - ii. DO NOT apply any type of floor wax or other floor finishing material.
- b. Resilient Tile:
  - i. Vinyl Composite: Use a clean mop with an approved detergent and germicide.
  - ii. Rinse floor with clear water and clean mop and allow to dry.
  - iii. Spray buff for final finish.
- c. Acid Proof Tile and Rubber Floors:
  - i. Use a clean mop with an approved mild detergent and germicide.
  - ii. Rinse with clear water and clean mop.
  - iii. DO NOT apply any floor wax or other floor finishing material
- d. Slate Tile:
  - i. Use a clean mop and an approved detergent.
  - ii. Rinse with clear water and clean mop.
  - iii. DO NOT apply any floor wax or other floor finishing material
- e. Shower and Locker Rooms:
  - i. Mop floor with a clean mop using an approved detergent and germicide.

#### Desk Tops and Hard Finish Furniture

- a. Clean with an approved cleaner.
- b. Wax with a clean cloth as appropriate.
- c. Desk: To be cleared off by owner
- d. Only cleared desks to be cleaned and waxed

#### Window Washing -interior and Exterior

- a. Use a sponge or window brush and squeegee with an approved solution.

- b. Sponge or brush all window surfaces and squeegee dry.
- c. Use a rag to wipe all water drips.
- d. Leave all surfaces dry.

#### Blinds

- a. Use only a soft bristle brush.
- b. Dust each side of the blinds.
- c. DO NOT use any type of cleaner or solution on blinds

#### Wood Base

- a. Use mild detergent and clean rag.
- b. Leave all surfaces dry.

#### Shampoo Carpets

- a. Use only materials and equipment recommended by the carpet manufacturer and as approved. The Institution will inform the Contractor as to the manufacturer prior to cleaning.
  - i. Furnish waterproof material placed under legs or pedestals of furniture set on damp carpet. Remove material after carpet is completely dry to avoid rust marks from metal legs and/or pedestals.
  - ii. Move all furniture except file cabinets for shampooing of carpet.
  - iii. After shampooing carpets, wipe all wall or furniture surfaces that may have been spotted.
  - iv. In the event, at the scheduled time for cleaning, conditions exist that will extend the drying time of the carpets, including but not limited to excessive humidity, temperatures extremes, or any other condition that will extend drying times, the Contractor shall provide carpet extractors, and utilize the Institution provided blowers so that the shampooed areas will be adequately dry to provide a safe, dry and slip free environment for 8:00 AM the following morning.

#### Whiteboards

- a. Follow manufacturer's directions for cleaning all white boards and trays.
- b. Institution will inform Contractor as to the manufacturer prior to cleaning.
- c. Stock room with following supplies, as provided by the Institution
  - i. Markers
  - ii. Erasers
  - iii. Whiteboard cleaner

## **2. CLEANING TASK AND FREQUENCY SCHEDULE**

#### Daily ( For all areas highlighted Blue in Attachment I)

- a. Empty all waste receptacles and replace plastic liners. Wash containers when necessary. Transport collected waste to the trash handling areas and deposit in the designated containers.
- b. Pick up recyclable materials and take to designated area.
- c. Dust all horizontal surfaces up to 72", including but not limited to desks, chairs, tables, window sills, telephones, etc. Spot clean desks only when tops are cleared by owners. No papers to be disturbed.
- d. Spot clean by damp wiping fingerprints, smears and smudges on door frames, light switches, kick and push plates, handles, glass surfaces, walls and woodwork.
- e. Remove finger marks from wood furniture.
- f. Spot clean all inside glass partition and door windows.
- g. Clean telephones and disinfect.
- h. Wash thoroughly all whiteboards. There must be no streaks or smears after drying.
- i. Thoroughly clean all whiteboard trays and erasers.
- j. Keep janitors' closets in a clean and orderly manner.
- k. Clean and polish drinking fountains with disinfectant cleaners.
- l. Remove dust and cobwebs from ceiling areas.

Daily for Restrooms and Locker Rooms (For all areas highlighted Green in Attachment I)

- a. Clean, sanitize and polish all vitreous fixtures including toilet bowls, urinals and sinks using a germicidal detergent solution.
- b. Clean and polish all chrome fitting and bright-work including shelves.
- c. Clean and sanitize both sides of every toilet seat with a germicidal detergent.
- d. Clean and polish all glass and mirrors.
- e. Empty all containers and disposals, insert liners as required.
- f. Wash and sanitize exterior of all containers.
- g. Fill all dispensers.
- h. Remove spots, stains, and splashes from wall areas.
- i. Remove soil from doors, door frames, light switches, kick and push plates, and hand les, etc.
- j. Pour water/disinfectant solution into all drains.
- k. Sweep and wet mop, and disinfect restroom floors.

Weekly (For all areas highlighted Blue in Attachment I)

- a. Sweep all stairwells once per week and spot mop to remove any spills.
- b. Wipe with a damp cloth all restroom walls and partitions.
- c. Vacuum carpeted floors areas twice per week
- d. Mop all other designed floor areas twice per week.

Quarterly (For all areas highlighted Blue in Attachment I)

- a. Dust all horizontal surfaces above eye level (72 inches)
- b. Dust all vertical surfaces including sides of desks, chairs and table legs, baseboards, pictures, etc.
- c. Vacuum all upholstered furniture.
- d. Polish all wood furniture.
- e. Spot wash sides and fronts of furniture.
- f. Remove dust and cobwebs from ceiling areas, including grill work in ceilings and walls.
- g. Dust or vacuum all blinds.
- h. Wash vending machine area walls.
- i. Machine scrub all restroom floors.
- j. Spot clean baseboards to maintain a soil-free condition.
- k. Clean and wash metal furniture.
- l. All VCT to be sprayed buffed or top dressed
- m. Lab floors to be buffed

As Requested by Institution

- a. Strip and wax VCT and Terrazzo tile floors, using three coats of floor finish
- b. Wash all windows and glass doors and partitions inside and out including skylights
- c. Shampoo all carpets, removing all stains and paying special attention to traffic areas
- d. Wash all light fixtures
- e. Wash all blinds

### **3. General Conditions**

- a. No keys shall be duplicated and all keys shall be returned at the end of each shift. The Contractor is responsible for informing their employees of all security measures which must be adhered to by all employees. Any violation created by the Contractor or their employees will subject the Contractor to fines and/or cancellation of the contract. Institution has the right to demand termination of any employee which has violated the Institution's security regulations. There shall be a \$25.00 charge for each broken key. The Contractor shall reimburse the College for all expenses incurred to re-key doors affected by a loss of keys, which have been assigned to the Contractor and/or its personnel.

- b. Supervisory personnel shall include in their responsibilities overseeing that all doors and windows which were opened by the Contractor are locked when leaving the premises. In the event the Contractor or their employees have not properly secured the facility and the Institution's representatives are required to respond to the facility after notification from the security service, the Contractor shall be assessed a one hundred (\$100.00) dollar charge per occurrence.
- c. All Contractor work to be performed and employees on the premises shall be subject to the jurisdiction of the Institution's representative. It is further agreed that the Contractor will hire only employees with good moral character and technical knowledge of their duties to properly conduct such services.
- d. The Contractor shall supply competent and thoroughly trained supervisors to check, inspect, oversee the securing of the entrances and exits of the facilities, and maintain records of the work performed. A job task/progress inspection sheet detailing the tasks, staff, time in/time out, and personnel present is to be developed by the Contractor, and approved for use by the Institution. This progress/inspection sheet is to be posted at the supply area and is to be updated nightly and signed by the on-site supervisor.
- e. When monthly, quarterly, semi-annual, annual, or demand cleaning is required – the Contractor shall furnish additional personnel in excess of those required in performing the nightly functions. Prior to performing any demand tasks, the Contractor shall receive written pre-scheduling authorization from the Institution's representative to perform such tasks as listed as the line items on a purchase order.
- f. The Contractor shall make prompt restitution to the Institution by certified check or replacement or repairs (subject to the Institution's approval) in settlement of any damage to any Institution's or other property on the college grounds cause by the Contractor's employees.
- g. Contractor shall comply with the United State Department of Labor Occupational Safety and Health Administration (OSHA) guidelines. As such, Contractor shall:
  - i. Supply employees with a first aid kit, per OSHA requirements and based on the number of employees.
  - ii. Comply with all applicable OSHA and EPA requirements related to the performance of the subsequent contract, including but not limited to safety, training, and equipment, toxic and hazardous substances and labeling of chemical containers.
  - iii. Comply with all applicable Federal and State safety laws and regulations to ensure safe working environment.
- h. The Institution shall provide limited storage space within the buildings for Contractor's equipment.
- i. Once a week, or as scheduled by the Institution, the Institution's representative and Contractor's representative shall meet to inspect work under this agreement. The Contractor shall make a written list of any deficiencies brought to their attention and shall have corrective work done within five (5) days. The Contractor shall furnish a written report on all deficiencies to the Institution's representative within one (1) day after the meeting.
- j. All personnel shall be neat and clean in appearance. All personnel working at the Institution will be in a company shirt or smock and shall wear an identification badge in plain view of everyone.
- k. The Contractor shall be responsible for the proper personal conduct of all their personnel while on the premises. The Contractor agrees to permanently remove any employee from this project whose conduct the Institution feels is detrimental to its best interest and the best interest of the general public.
- l. The Contractor must supply personnel trained in the performance of tasks required by the contract and familiarize all employees with the requirements unique in working in and around an educational facility, including the Institution's Security Regulations.

- m. Each building will have a minimum of one (1) buffing machine, one (1) vacuum, one (1) bucket and wringer, a bathroom cart complete with all items needed to thoroughly clean a restroom, and one (1) hot water extraction unit capable of providing 200 CFM air flow. The extraction unit must be able to operate environmentally safe in an indoor environment, be able to deliver cleaning solution and provide vacuum service under standard line power as furnished in each of the facilities.
- n. Any daily task that is not performed by the Contractor at night and has to be done by the Institution will be charged to the Contractor at thirty (\$30.00) dollars per hour.
- o. Changes in Service: The Institution reserves the right to increase the types of services or decrease services based upon identified requirements or budgetary considerations. Any increase or decrease shall be in accordance with the original bid conditions, specifications, and pricing.
- p. The Contractor and all employees shall secure and maintain in force such licenses and permits as required by law in connection with the furnishing of materials, articles or services required for the performance of the contract. All operations and materials shall be in accordance with the laws prescribed for this purpose. The Contractor shall perform all obligations and discharge all liabilities imposed upon employers under tax, wage- hour, apprenticeship, sickness, disability, unemployment compensation and insurance, old age benefits, social security and any and all such federal, state, county and local laws and regulations that shall impinge upon the contract.
- q. Vendors must comply with all provisions of Connecticut General Statute (CGS) Title 31, Chapter 557 Section 31-57f, Standard Wage Rate.
  - i. Information regarding this statute and when it applies can be obtained from Department of Labor's web site: <http://www.ctdol.state.ct.us/wgwkstnd/standardwage.htm>.
  - ii. Questions concerning the provision and implementation of this act should be referred to the Department of Labor, Wage and Workplace Standards Division, 200 Folly Brook Blvd., Wethersfield, CT 06109-1114 (860) 263-6790.

#### IV. FORMAT OF PROPOSALS:

The proposal must be submitted in the format outlined below:

- The proposal must be *signed by an authorized official*, and must provide the following information:
  - a. The name and location of the bidding company;
  - b. The name, title, telephone number, and e-mail address of the appropriate person to contact concerning the proposal;
  - c. The location of the office that will be serving Asnuntuck Community College;
  - d. The number of years the proposing company has been in business under this name;
  - e. If the company is a subsidiary of another corporation, the name of the parent company;
  - f. Financial rating of the company, or other indicator of financial strength and stability.
- The proposal package must include:
  - a. Fully completed Contract Proposal form (Attachment A);
  - b. Fully completed OPM Ethics forms (Attachments B,C, D and E);
  - c. Fully completed Nondiscrimination Certification (Attachment F);
  - d. Fully completed Commission on Human Rights and Opportunities form (Attachment G).
- Proposal must conform to all instructions and conditions outlined in this RFP.



- A complete and accurate description of the various levels of proposed services to be rendered, including a detailed cost proposal for all services.

Note: The System is exempt from payment of excise, transportation, and sales taxes imposed by the federal government and/or the state. Such taxes must not be included in the costs.

- Provide a description of your previous experience in working with the CSCU System or its institutions, if any, and previous experience in working with Institutions of Higher Education.
- Background and qualifications of the firm’s senior staff and other staff that may be assigned to the Institution’s contract if your firm is the awarded vendor.
- Demonstration of your firm’s experience with and/or ability to:
  - a. Interact with the college for program implementation and on-going transactions;
  - b. Ensure measurable success for the college;
  - c. Manage inventory distribution to avoid market saturation and diversion;
  - d. Articulate your point of differentiation versus your competitors;
  - e. Identify the number of trade relationships/contracts you have in the marketplace
- The proposal package must include a minimum of three (3) recent references for which the proposer has provided similar services to those included in this proposal. Please provide the name of the firm, contact name, title, telephone number and e-mail address.
- **BIDDERS MUST CERTIFY THAT THEIR BID WILL REMAIN VALID FOR A PERIOD OF 120 DAYS FROM THE DUE DATE OF THE BID.**

## V. EVALUATION OF PROPOSALS

This RFP has been designated as a “Multiple Criteria Bid” in accordance with Connecticut General Statutes Section 4a-59(a)(2) and shall be evaluated as such by the Institution. The award shall be made to the most responsible bidder who best meet the evaluation criteria listed in this section. The criteria to be evaluated shall include:

1. Methodology, Qualification, and Experience
  - a. Methodology and ability to provide service, meet specifications, requirements, terms and conditions.
  - b. Experience of the Contractor and personnel assigned to contract.
2. Business information
  - a. Past performance / references
  - b. Length of time in business
  - c. Set aside status
3. Value
  - a. Price per month
  - b. Price for additional services as requested by Institution (under Section III.2)
  - c. Value added offerings

Proposers chosen for an award resulting from this RFP must be willing to enter into a contract with the College under the terms and conditions appearing in Attachment H, without exception, as well as modifications and additions the College deems necessary prior to execution.

## VI. TIME FRAMES:

The proposal process will be governed by the following time lines:

1. A mandatory pre-bid onsite walk through with the College's Associate Director of Finance and Building Superintendent will be held on Thursday November 9, 2017 at 10:00AM E.S.T. Please meet in the front lobby of the College.
2. One clearly marked original and four (4) copies of the proposal, along with a CD / DVD or USB flash drive containing the proposal must be submitted in a sealed envelope or package, labeled as follows:

Janitorial Services Provider  
RFP ASN18-01

Bid due date and time: November 16, 2017 by 2:00 PM E.S.T.

**NOTE:** The outermost packaging must include this label in addition to any inner envelopes.

**Proposals must be received by Asnuntuck Community College, Finance Department by November 16, 2017 by 2:00 PM E.S.T.**

Send all proposals to:

Asnuntuck Community College  
Attention: Chad Glabach  
Associate Director, Finance and Administrative Services  
170 Elm Street  
Enfield, CT 06082

**Late, E-Mailed or faxed proposals are not acceptable and will be rejected. The College is not responsible for delivery delays or errors by any type of delivery carrier.**

3. A public bid opening will take place on November 16, 2017 at 2:15 PM E.S.T. at Asnuntuck Community College – 170 Elm Street, Enfield, CT 06082. Attendance at this bid opening is not mandatory. **There shall be no discussion of any proposal submitted.**
4. Meetings with Proposers. At its discretion, Asnuntuck Community College may convene meetings with proposers in order to gain a fuller understanding of the proposals. The meetings may involve demonstrations, interviews, presentations, or site visits. If the College determines that such meetings are warranted, the College will contact proposers to make an appointment. The RFP Selection Committee may, at its option, elect to “short-list” the number of proposers brought in for meetings based on the evaluation criteria included in this RFP. Please note that any costs incurred to meet the requirements of this RFP are to be borne by the proposer.

## VII. CONDITIONS

- A. The College reserves the right to make an award in whole or in part, and to contract with one or more proposers for services.
- B. Any contract awarded as a result of this RFP shall be in full compliance with the statutes and regulations of the State of Connecticut and include the Contract Provisions required by the State.

Any portion of the contract determined to be in conflict with said statutes and/or regulations will be interpreted so as to be in compliance.

- C. Proposals are subject to rejection in whole or part if they limit or modify any of the terms and conditions and/or specifications of the RFP.
- D. Proposals are binding commitments and may be incorporated into any contract awarded.
- E. As part of the evaluation process, the College may require presentations from the highest ranked proposers. If a bidder is requested to make a presentation, the bidder will make the necessary arrangements and bear all costs associated with the presentation.
- F. The successful bidder shall comply with all applicable Connecticut State Colleges and Universities Policies including the Ethical Conduct Policy, which may be found by visiting: [www.ct.edu/hr/policies](http://www.ct.edu/hr/policies). The successful bidder shall also comply with all federal and state statutes and regulations including, but not limited to, Gramm-Leach-Bliley Act and the Family Educational Rights and Privacy Act (“FERPA”) in the protection of all data.
- G. All proposals submitted in response to this RFP become the property of the State of Connecticut, and are subject to the provisions of section 1-210 of the Connecticut General Statutes (Freedom of Information). See Section X below.
- H. Any and all prices quoted in a proposal shall be valid for a minimum period of 120 days from the due date of the Proposal.
- I. Any oral agreement between any agency or employee and a bidder shall be superseded by the written agreement.
- J. The College reserves the right to:
  - 1. amend or cancel this RFP;
  - 2. award in part; reject any and all proposals, in whole or in part;
  - 3. contract with one or more proposers for services;
  - 4. correct any and all inaccuracies due to clerical error in any contract awarded.
- K. Proposer warrants that:
  - 1. proposer did not participate in the RFP development process;
  - 2. proposer had no knowledge of the contents of this RFP prior to its issuance;
  - 3. no employee of the proposer participated, in any way, in the preparation of this RFP;
  - 4. proposal was not made in connection with any competing vendor submitting a separate response to this RFP;
  - 5. proposal is submitted without collusion or fraud of any kind.
- L. Proposer shall bear any and all cost incurred in responding to this RFP.
- M. Any subsequent contract(s) arising from this RFP may be extended to other constituent units of higher education. The use of this award is voluntary and is contingent upon acceptance by the contractor.
- N. Any contract awarded is subject to contract compliance requirements mandated by Section 4a-60, 4a-60a, and 46a-68j of the Connecticut General Statutes. The College may require the Contractor to supply the following data to comply with State requirements:
  - a. The Contractor’s success in implementing an affirmative action plan;
  - b. The Contractors promise to develop and implement a successful affirmative action plan;
- O. Any contract awarded shall be subject to Executive Orders of the Governor, State of Connecticut: The Contract may also be subject to Executive Order No. 14 of Governor M. Jodi Rell, promulgated April 17, 2006, concerning procurement of cleaning products and services and to Executive Order No. 49 of Governor Dannel P. Malloy, promulgated May 22,

2015, mandating disclosure of certain gifts to public employees and contributions to certain candidates for office. If Executive Order 14 and/or Executive Order 49 are applicable, they are deemed to be incorporated into and are made a part of the Contract as if they had been fully set forth in it.

Said Executive Orders are incorporated herein and made a part of this RFP, as though fully set forth herein.

- P. For all state contracts as defined in Connecticut General Statutes §9-612(g)(2), as amended by P.A. 10-1 having a value in a calendar year of \$50,000 or more or a combination or series of such agreements or contracts having a value of \$100,000 or more, the authorized signatory to this Agreement expressly acknowledges receipt of the State Election Enforcement Commission's notice advising state contractors of state campaign contribution and solicitation prohibitions, and will inform its principals of the contents of the notice. See Attachment H, Section -15.

## **VIII. INSURANCE**

A Certificate of Insurance ("Certificate"), certifying that the vendor carries Commercial General Liability insurance. An original Certificate shall be submitted to the System prior to commencement of work. The Certificate shall provide evidence of coverage in the amount of \$1,000,000 Combined Single Limit (CSL) per occurrence for bodily injury, personal injury and property damage. Coverage shall include Premises Liability, Operations, Independent Contractors, Products and Completed Operations, Contractual Liability and Broad Form Property Damage coverage. If an aggregate limit applies, said limit shall apply separately to the project, or the general aggregate limit shall be twice the occurrence limit. Worker's Compensation and Employer's Liability is required and must meet statutory coverage requirements prescribed by the Worker's Compensation statutes of the State of Connecticut. The Employer's Liability coverage must provide minimum limits of \$100,000 each accident, \$500,000 Policy Disease Limit, \$100,000 each employee. Policies shall list the State of Connecticut, its officers, officials, employees, agents, Boards and Commissions as Additional Insured. The coverage shall contain no special limitations on the scope of protection afforded to the System and the State of Connecticut. The vendor shall assume liability for any and all deductibles in any and all insurance policies. Vendor warrants that he/she will maintain in force all insurance coverage cited in this section while providing services to the System.

## **IX FREEDOM OF INFORMATION**

Asnuntuck Community College is a public entity and its records including responses to this RFP, are public records. See Conn. Gen. Stat. §§1-200, et seq., and especially §1-210(b)(24). Due regard will be given for the protection of proprietary or confidential information contained in all proposals received. Conn. Gen. Stat. §1-210(b)(5). However, all materials associated with this RFP are subject to the terms of the Connecticut Freedom of Information Act ("FOIA") and all applicable rules, regulations and administrative decisions. If a firm is interested in preserving the confidentiality of any part of its proposal, it will not be sufficient merely to state generally that the proposal is proprietary or confidential in nature and not, therefore, subject to release to third parties. Instead, those particular sentences, paragraphs, pages or sections that a firm believes to be exempt from disclosure under FOIA must be specifically identified as such. Convincing explanation and rationale sufficient to justify each exemption consistent with Section 1-210(b) of FOIA must accompany the proposal. The rationale and explanation must be stated in terms of the reasons the materials are legally exempt from release pursuant to FOIA. Firms should not require that their entire proposal, note the majority of the proposal, be confidential. Any submitted proposal, once execution of a contract is complete and any completed contract will be considered public information. Asnuntuck Community College has no obligation to initiate, prosecute or defend any legal proceeding or to seek a protective order or other similar relief to prevent disclosure of any information that is sought pursuant to a FOIA request. The contractor has the burden of establishing the availability of any FOIA exemption in any proceeding where it is an issue. In no event shall the Asnuntuck Community College have any liability for the disclosure of any documents or information in

its possession which the College believes are required to be disclosed pursuant to FOIA or other requirements of law.

**Attachment A**

Asnuntuck Community College  
 Finance Department  
 170 Elm Street, Enfield, CT 06082

THIS FORM MUST BE  
RETURNED WITH  
PROPOSAL

**CONTRACT  
PROPOSAL**

Please read carefully

RFP NUMBER <b>ASN18-01</b>	DATE OF OPENING <b>November 16, 2017</b>	TIME OF OPENING <b>2:15 PM E.S.T.</b>	AMOUNT OF SURETY (if required) <b>-None-</b>	DATE ISSUED <b>November 1, 2017</b>
COMMODITY CLASS/SUBCLASS AND DESCRIPTION <b>Janitorial Service Provider</b>			PRE-BID SITE VISIT:	
CONTACT: <b>Chad Glabach</b>		E-MAIL: <b>cglabach@asnuntuck.edu</b>		
FOR <b>Asnuntuck Community College</b>			CONTRACT PERIOD: For a term of multiple years, specific dates of which to be determined	

**REQUEST FOR PROPOSAL**

Pursuant to the provisions of Sections 10a-151b and 4-217 of the General Statutes of Connecticut as amended. SEALED PROPOSALS WILL BE RECEIVED by the Finance Department of Asnuntuck Community College, for furnishing the services herein listed.

**AFFIRMATION OF PROPOSER**

The undersigned affirms and declares:

1. That this proposal is executed and signed with full knowledge and acceptance of the provisions of the laws of the State of Connecticut, and the terms and conditions listed herein.
2. That should any part of this proposal be accepted in writing by the College within one hundred twenty (120) calendar days from the date of opening unless an earlier date for acceptance is specified in proposal schedule, said proposer will furnish and deliver the commodities and / or services for which this proposal is made, at the rates offered and fee schedule proposed, and in compliance with the provisions listed herein. Should award of any part of this proposal be delayed beyond the period of one hundred twenty (120) days or an earlier date specified in proposal schedule, such award shall be conditioned upon proposer's acceptance.

**PROPOSAL.** The undersigned, accepting the conditions set forth herein, hereby agrees in strict accordance therewith, to furnish and deliver the services to the state agency or state agencies named in the proposal at the prices bid therein.

SIGNATURE WHEN PROPOSER IS AN INDIVIDUAL	TYPE OR PRINT NAME OF INDIVIDUAL			DOING BUSINESS AS (Trade Name)		
	BUSINESS ADDRESS	STREET	CITY	STATE	ZIP CODE	
	WRITTEN SIGNATURE OF INDIVIDUAL SIGNING THIS PROPOSAL			SOCIAL SECURITY NUMBER		DATE EXECUTED
	TYPEWRITTEN NAME				TELEPHONE NUMBER	
SIGNATURE WHEN PROPOSER IS A FIRM	NAME (Type or print names of all partners)		TITLE	NAME		TITLE
	NAME		TITLE	NAME		TITLE
	DOING BUSINESS AS (Trade Name)			BUSINESS ADDRESS	STREET	CITY STATE ZIP CODE
	WRITTEN SIGNATURE OF PARTNER SIGNING THIS PROPOSAL			F.E.I. NUMBER		DATE EXECUTED
	TYPEWRITTEN NAME				TELEPHONE NUMBER	
SIGNATURE WHEN PROPOSER IS A CORPORATION	FULL NAME OF CORPORATION					INCORPORATED IN WHAT STATE
	BUSINESS ADDRESS STREET CITY STATE ZIP CODE					F.E.I. NUMBER
	PRESIDENT		SECRETARY			TREASURER
	WRITTEN SIGNATURE OF CORPORATE OFFICIAL OR PERSON DULY AUTHORIZED TO SIGN PROPOSALS ON BEHALF OF THE ABOVE CORPORATION					TITLE
	TYPEWRITTEN NAME			TELEPHONE NUMBER		DATE EXECUTED
FOR ALL PROPOSERS	NAME AND TITLE OF INDIVIDUAL TO CONTACT CONCERNING THE PROPOSAL			E-MAIL		TELEPHONE



**STATE OF CONNECTICUT**  
**GIFT AND CAMPAIGN CONTRIBUTION CERTIFICATION**

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

**INSTRUCTIONS:**

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

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

**GIFT CERTIFICATION:**

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

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

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

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

**CAMPAIGN CONTRIBUTION CERTIFICATION:**

I further certify that, on or after January 1, 2011, neither the Contractor nor any of its principals, as defined in C.G.S. § 9-612(f)(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(f)(2)(A). I further certify that **all lawful campaign contributions** that have been made on or after January 1, 2011 by the Contractor or any of its principals, as defined in C.G.S. § 9-612(f)(1), to, or solicited on behalf of, any exploratory committee, candidate committee, political committee, or party committee established by, or supporting or authorized to support any candidates for statewide public office or the General Assembly, are listed below:

**Lawful Campaign Contributions to Candidates for Statewide Public Office:**

<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

\_\_\_\_\_  
**Printed Name of Authorized Official**

\_\_\_\_\_  
**Signature of Authorized Official**

Subscribed and acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
**Commissioner of the Superior Court (or Notary Public)**

\_\_\_\_\_  
**My Commission Expires**







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

*Written or electronic 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.
- I am a contractor who has already filed an affirmation, but I am updating such affirmation either (i) no later than thirty (30) days after the effective date of any such change or (ii) upon the submittal of any new bid or proposal, whichever is earlier.

**IMPORTANT NOTE:**

Within fifteen (15) days after the request of such agency, institution or quasi-public agency for such affirmation 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.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Firm or Corporation (if applicable)

\_\_\_\_\_  
Street Address

\_\_\_\_\_  
City State Zip

\_\_\_\_\_  
Awarding State Agency



STATE OF CONNECTICUT

Written or electronic PDF copy of the written certification to accompany a large state contract pursuant to P.A. No. 13-162 (Prohibiting State Contracts With Entities Making Certain Investments In Iran)

Respondent Name: \_\_\_\_\_

INSTRUCTIONS:

CHECK ONE: [ ] Initial Certification. [ ] Amendment or renewal.

A. Who must complete and submit this form. Effective October 1, 2013, this form must be submitted for any large state contract, as defined in section 4-250 of the Connecticut General Statutes. This form must always be submitted with the bid or proposal, or if there was no bid process, with the resulting contract, regardless of where the principal place of business is located.

Pursuant to P.A. No. 13-162, upon submission of a bid or prior to executing a large state contract, the certification portion of this form must be completed by any corporation, general partnership, limited partnership, limited liability partnership, joint venture, nonprofit organization or other business organization whose principal place of business is located outside of the United States. United States subsidiaries of foreign corporations are exempt. For purposes of this form, a "foreign corporation" is one that is organized and incorporated outside the United States of America.

Check applicable box:

- [ ] Respondent's principal place of business is within the United States or Respondent is a United States subsidiary of a foreign corporation. Respondents who check this box are not required to complete the certification portion of this form, but must submit this form with its Invitation to Bid ("ITB"), Request for Proposal ("RFP") or contract package if there was no bid process. [ ] Respondent's principal place of business is outside the United States and it is not a United States subsidiary of a foreign corporation. CERTIFICATION required. Please complete the certification portion of this form and submit it with the ITB or RFP response or contract package if there was no bid process.

B. Additional definitions.

- 1) "Large state contract" has the same meaning as defined in section 4-250 of the Connecticut General Statutes; 2) "Respondent" means the person whose name is set forth at the beginning of this form; and 3) "State agency" and "quasi-public agency" have the same meanings as provided in section 1-79 of the Connecticut General Statutes.

C. Certification requirements.

No state agency or quasi-public agency shall enter into any large state contract, or amend or renew any such contract with any Respondent whose principal place of business is located outside the United States and is not a United States subsidiary of a foreign corporation unless the Respondent has submitted this certification.

Complete all sections of this certification and sign and date it, under oath, in the presence of a Commissioner of the Superior Court, a Notary Public or a person authorized to take an oath in another state.

CERTIFICATION:

I, the undersigned, am the official authorized to execute contracts on behalf of the Respondent. I certify that:

- [ ] Respondent has made no direct investments of twenty million dollars or more in the energy sector of Iran on or after October 1, 2013, as described in Section 202 of the Comprehensive Iran Sanctions, Accountability and Divestment Act of 2010. [ ] Respondent has either made direct investments of twenty million dollars or more in the energy sector of Iran on or after October 1, 2013, as described in Section 202 of the Comprehensive Iran Sanctions, Accountability and Divestment Act of 2010, or Respondent made such an investment prior to October 1, 2013 and has now increased or renewed such an investment on or after said date, or both.

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

Printed Respondent Name

Printed Name of Authorized Official

Signature of Authorized Official

Subscribed and acknowledged before me this \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

Commissioner of the Superior Court (or Notary Public)

My Commission Expires



**STATE OF CONNECTICUT**  
**NONDISCRIMINATION CERTIFICATION – Affidavit**  
**By Entity**  
**For Contracts Valued at \$50,000 or More**

*Documentation in the form of an affidavit signed under penalty of false statement by a chief executive officer, president, chairperson, member, or other corporate officer duly authorized to adopt corporate, company, or partnership policy that certifies the contractor complies with the nondiscrimination agreements and warranties under Connecticut General Statutes §§ 4a-60(a)(1) and 4a-60a(a)(1), as amended*

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**INSTRUCTIONS:**

For use by an entity (corporation, limited liability company, or partnership) when entering into any contract type with the State of Connecticut valued at \$50,000 or more for any year of the contract. Complete all sections of the form. Sign form in the presence of a Commissioner of Superior Court or Notary Public. Submit to the awarding State agency prior to contract execution.

**AFFIDAVIT:**

I, the undersigned, am over the age of eighteen (18) and understand and appreciate the obligations of an oath. I am \_\_\_\_\_ of \_\_\_\_\_ an entity  
Signatory's Title Name of Entity

duly formed and existing under the laws of \_\_\_\_\_  
Name of State or Commonwealth I certify that

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

\_\_\_\_\_ and that \_\_\_\_\_  
Name of Entity Name of Entity

has a policy in place that complies with the nondiscrimination agreements and warranties of Connecticut General Statutes §§ 4a-60(a)(1) and 4a-60a(a)(1), as amended.

\_\_\_\_\_  
Authorized Signatory

\_\_\_\_\_  
Printed Name

Sworn and subscribed to before me on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
Commissioner of the Superior Court/  
Public

\_\_\_\_\_  
Commission Expiration Date Notary

**COMMISSION ON HUMAN RIGHTS AND OPPORTUNITIES  
CONTRACT COMPLIANCE REGULATIONS  
NOTIFICATION TO BIDDERS**

(Revised 09/17/07)

The contract to be awarded is subject to contract compliance requirements mandated by Sections 4a-60 and 4a-60a of the Connecticut General Statutes; and, when the awarding agency is the State, Sections 46a-71(d) and 46a-81i(d) of the Connecticut General Statutes. There are Contract Compliance Regulations codified at Section 46a-68j-21 through 43 of the Regulations of Connecticut State Agencies, which establish a procedure for awarding all contracts covered by Sections 4a-60 and 46a-71(d) of the Connecticut General Statutes.

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

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

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

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**INSTRUCTIONS AND OTHER INFORMATION**

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

1) Definition of Small Contractor

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



2) Description of Job Categories (as used in Part IV Bidder Employment Information) (Page 2)

<p><b>MANAGEMENT:</b> Managers plan, organize, direct, and control the major functions of an organization through subordinates who are at the managerial or supervisory level. They make policy decisions and set objectives for the company or departments. They are not usually directly involved in production or providing services. Examples include top executives, public relations managers, managers of operations specialties (such as financial, human resources, or purchasing managers), and construction and engineering managers.</p> <p><b>BUSINESS AND FINANCIAL OPERATIONS:</b> These occupations include managers and professionals who work with the financial aspects of the business. These occupations include accountants and auditors, purchasing agents, management analysts, labor relations specialists, and budget, credit, and financial analysts.</p> <p><b>MARKETING AND SALES:</b> Occupations related to the act or process of buying and selling products and/or services such as sales engineer, retail sales workers and sales representatives including wholesale.</p> <p><b>LEGAL OCCUPATIONS:</b> In-House Counsel who is charged with providing legal advice and services in regards to legal issues that may arise during the course of standard business practices. This category also includes assistive legal occupations such as paralegals, legal assistants.</p> <p><b>COMPUTER SPECIALISTS:</b> Professionals responsible for the computer operations within a company are grouped in this category. Examples of job titles in this category include computer programmers, software engineers, database administrators, computer scientists, systems analysts, and computer support specialists</p> <p><b>ARCHITECTURE AND ENGINEERING:</b> Occupations related to architecture, surveying, engineering, and drafting are included in this category. Some of the job titles in this category include electrical and electronic engineers, surveyors, architects, drafters, mechanical engineers, materials engineers, mapping technicians, and civil engineers.</p> <p><b>OFFICE AND ADMINISTRATIVE SUPPORT:</b> All clerical-type work is included in this category. These jobs involve the preparing, transcribing, and preserving of written communications and records; collecting accounts; gathering and distributing information; operating office machines and electronic data processing equipment; and distributing mail. Job titles listed in this category include telephone operators, bill and account collectors, customer service representatives, dispatchers, secretaries and administrative assistants, computer operators and clerks (such as payroll, shipping, stock, mail and file).</p>	<p><b>BUILDING AND GROUNDS CLEANING AND MAINTENANCE:</b> This category includes occupations involving landscaping, housekeeping, and janitorial services. Job titles found in this category include supervisors of landscaping or housekeeping, janitors, maids, grounds maintenance workers, and pest control workers.</p> <p><b>CONSTRUCTION AND EXTRACTION:</b> This category includes construction trades and related occupations. Job titles found in this category include boilermakers, masons (all types), carpenters, construction laborers, electricians, plumbers (and related trades), roofers, sheet metal workers, elevator installers, hazardous materials removal workers, paperhangers, and painters. Paving, surfacing, and tamping equipment operators; drywall and ceiling tile installers; and carpet, floor and tile installers and finishers are also included in this category. First line supervisors, foremen, and helpers in these trades are also grouped in this category..</p> <p><b>INSTALLATION, MAINTENANCE AND REPAIR:</b> Occupations involving the installation, maintenance, and repair of equipment are included in this group. Examples of job titles found here are heating, ac, and refrigeration mechanics and installers; telecommunication line installers and repairers; heavy vehicle and mobile equipment service technicians and mechanics; small engine mechanics; security and fire alarm systems installers; electric/electronic repair, industrial, utility and transportation equipment; millwrights; riggers; and manufactured building and mobile home installers. First line supervisors, foremen, and helpers for these jobs are also included in the category.</p> <p><b>MATERIAL MOVING WORKERS:</b> The job titles included in this group are Crane and tower operators; dredge, excavating, and lading machine operators; hoist and winch operators; industrial truck and tractor operators; cleaners of vehicles and equipment; laborers and freight, stock, and material movers, hand; machine feeders and offbearers; packers and packagers, hand; pumping station operators; refuse and recyclable material collectors; and miscellaneous material moving workers.</p> <p><b>PRODUCTION WORKERS:</b> The job titles included in this category are chemical production machine setters, operators and tenders; crushing/grinding workers; cutting workers; inspectors, testers sorters, samplers, weighers; precious stone/metal workers; painting workers; cementing/gluing machine operators and tenders; etchers/engravers; molders, shapers and casters except for metal and plastic; and production workers.</p>
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3) Definition of Racial and Ethnic Terms (as used in Part IV Bidder Employment Information) (Page 3)

<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**

<p>Company Name Street Address City &amp; State Chief Executive</p>	<p>Bidder Federal Employer Identification Number _____ Or Social Security Number _____</p>
<p>Major Business Activity (brief description)</p>	<p>Bidder Identification (response optional/definitions on page 1)</p> <p>-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__</p>
<p>Bidder Parent Company (If any)</p>	<p>- Bidder is certified as above by State of CT Yes__ No__</p>
<p>Other Locations in Ct. (If any)</p>	

**PART II - Bidder Nondiscrimination Policies and Procedures**

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

1. Will the work of this contract include subcontractors or suppliers? Yes\_\_ No\_\_

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

1b. Will the work of this contract require additional subcontractors or suppliers other than those identified in 1a. above? Yes\_\_ No\_\_

**PART IV - Bidder Employment Information**

Date:

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											
Marketing & Sales											
Legal Occupations											
Computer Specialists											
Architecture/Engineering											
Office & Admin Support											
Bldg/ Grounds Cleaning/Maintenance											
Construction & Extraction											
Installation, Maintenance & Repair											
Material Moving Workers											
Production Occupations											
TOTALS ABOVE											
Total One Year Ago											
FORMAL ON THE JOB TRAINEES (ENTER FIGURES FOR THE SAME CATEGORIES AS ARE SHOWN ABOVE)											
Apprentices											
Trainees											

\*NOTE: JOB CATEGORIES CAN BE CHANGED OR ADDED TO (EX. SALES CAN BE ADDED OR REPLACE A CATEGORY NOT USED IN YOUR COMPANY)



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

(Page 5)

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

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

(Signature)	(Title)	(Date Signed)	(Telephone)
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**I. GENERAL STATE CONTRACT PROVISIONS:**

1. **Statutory Authority.** Connecticut General Statutes §§ 10a-6, 10a-1b, 4a-52a, and/or 10a-151b provide the Institution with authority to enter into contracts in the pursuit of its mission.
2. **Claims Against the State.** The Contractor agrees that the sole and exclusive means for the presentation of any claim against the State of Connecticut or the Institution arising from this Contract shall be in accordance with Chapter 53 of the Connecticut General Statutes (Claims Against the State) and the Contractor further agrees not to initiate any legal proceedings in any state or federal court in addition to, or in lieu of, said Chapter 53 proceedings.
3. **Indemnification.** The Contractor agrees to indemnify, defend and hold harmless the State of Connecticut as well as all Departments, officers, agents, and employees of the State from and against any and all claims, losses or suits according to or resulting from any Contractors, Subcontractors, laborers, or any person, firm or corporation who may be directly or indirectly injured or damaged by the negligence or willful misconduct of the Contractor in the performance of the contract.
4. **Sovereign Immunity.** The parties acknowledge and agree that nothing in this contract shall be construed as a modification, compromise or waiver by the State of any rights or defenses of any immunities provided by Federal law or the laws of the State of Connecticut to the State or any of its officers and employees, which they may have had, now have or will have with respect to all matters arising out of this contract. To the extent that this section conflicts with any other section, this section shall govern.
5. **Insurance.** The Contractor agrees that while performing services specified in this contract that it shall carry sufficient insurance (liability and/or other) as applicable according to the nature of the service(s) to be performed so as to “save harmless” the State of Connecticut from any insurable cause whatsoever. If requested, certificates of such insurance shall be provided to the contracting state agency prior to the performance of services.
6. **Forum and Choice of Law.** The parties deem the Contract to have been made in the City of Hartford, State of Connecticut. Both parties agree that it is fair and reasonable for the validity and construction of the contract to be, and it shall be, governed by the laws and court decisions of the State of Connecticut, without giving effect to its principles of conflicts of laws. To the extent that any immunities provided by Federal law or the laws of the State of Connecticut do not bar an action against the State, and to the extent that these courts are courts of competent jurisdiction, for the purpose of venue, the complaint shall be made returnable to the Judicial District of Hartford only or shall be brought in the United States District Court for the District of Connecticut only, and shall not be transferred to any other court, provided, however, that nothing here constitutes a waiver or compromise of the sovereign immunity of the State of Connecticut. The Contractor waives any objection which it may now have or will have to the laying of venue of any claims in any forum and further irrevocably submits to such jurisdiction in any suit, action or proceeding.
7. **Termination.**
  - a. Notwithstanding any provisions in this contract, the Institution, through a duly authorized employee, may terminate the Contract whenever the Institution makes a written determination that such termination is in the best interests of the State. The Institution shall notify the Contractor in writing of termination pursuant to this section, which notice shall specify the effective date of termination and the extent to which the Contractor must complete its performance under the contract prior to such date.
  - b. Notwithstanding any provisions in this contract, the Institution, through a duly authorized employee, may, after making a written determination that the Contractor has breached the contract, terminate the contract in accordance with the following breach provision.
    - i. **Breach.** If either party breaches the contract in any respect, the non-breaching party shall provide written notice of the breach to the breaching party and afford the breaching party an opportunity to cure within ten (10) days from the date that the breaching party receives the notice. In the case of a Contractor breach, any other time period which the Institution sets forth in the notice shall trump the ten (10) days. The right to cure period shall be extended if the non-breaching party is satisfied that the breaching party is making a good faith effort to cure but the nature of the breach is such that it cannot be cured within the right to cure period. The notice may include an effective contract termination date if the breach is not cured by the stated date and, unless otherwise modified by the non-breaching party in writing prior to the termination date, no further action shall be required of any party to effect the termination as of the stated date. If the notice does not set forth an effective contract termination date, then the non-breaching party may terminate the contract by giving the

breaching party no less than twenty four (24) hours' prior written notice. If the Institution believes that the Contractor has not performed according to the contract, the Institution may withhold payment in whole or in part pending resolution of the performance issue, provided that the Institution notifies the Contractor in writing prior to the date that the payment would have been due.

- c. The Institution shall send the notice of termination via certified mail, return receipt requested, to the Contractor at the most current address which the Contractor has furnished to the Institution for purposes of correspondence, or by hand delivery. Upon receiving the notice from the Institution, the Contractor shall immediately discontinue all services affected in accordance with the notice, undertake all commercially reasonable efforts to mitigate any losses or damages, and deliver to the Institution all records. The records are deemed to be the property of the Institution and the Contractor shall deliver them to the Institution no later than thirty (30) days after the termination of the contract or fifteen (15) days after the Contractor receives a written request from the Institution for the records. The Contractor shall deliver those records that exist in electronic, magnetic or other intangible form in a non-proprietary format, such as, but not limited to, ASCII or .TXT.
  - d. Upon receipt of a written notice of termination from the Institution, the Contractor shall cease operations as the Institution directs in the notice, and take all actions that are necessary or appropriate, or that the Institution may reasonably direct, for the protection, and preservation of the goods and any other property. Except for any work which the Institution directs the Contractor to perform in the notice prior to the effective date of termination, and except as otherwise provided in the notice, the Contractor shall terminate or conclude all existing subcontracts and purchase orders and shall not enter into any further subcontracts, purchase orders or commitments.
  - e. The Institution shall, within forty-five (45) days of the effective date of termination; reimburse the Contractor for its performance rendered and accepted by the Institution in accordance with the terms of this contract, in addition to all actual and reasonable costs incurred after termination in completing those portions of the performance which the notice required the Contractor to complete. However, the Contractor is not entitled to receive and the Institution is not obligated to tender to the Contractor any payments for anticipated or lost profits. Upon request by the Institution, the Contractor shall assign to the Institution, or any replacement Contractor which the Institution designates, all subcontracts, purchase orders and other commitments, deliver to the Institution all records and other information pertaining to its performance, and remove from State premises, whether leased or owned, all of Contractor's property, equipment, waste material and rubbish related to its performance, all as the Institution may request.
  - f. For breach or violation of any of the provisions in the section concerning representations and warranties, the Institution may terminate the contract in accordance with its terms and revoke any consents to assignments given as if the assignments had never been requested or consented to, without liability to the Contractor or Contractor parties or any third party.
  - g. Upon termination of the contract, all rights and obligations shall be null and void, so that no party shall have any further rights or obligations to any other party, except with respect to the sections which survive termination. All representations, warranties, agreements and rights of the parties under the contract shall survive such termination to the extent not otherwise limited in the contract and without each one of them having to be specifically mentioned in the contract.
  - h. Termination of the contract pursuant to this section shall not be deemed to be a breach of contract by the Institution.
8. **Entire Agreement and Amendment.** This written contract shall constitute the entire agreement between the parties and no other terms and conditions in any document, acceptance or acknowledgment shall be effective or binding unless expressly agreed to in writing by the Institution. This contract may not be changed other than by a formal written contract amendment signed by the parties hereto and approved by the Connecticut Attorney General.
9. **Nondiscrimination.**
- (a) For purposes of this Section, the following terms are defined as follows: (i) "Commission" means the Commission on Human Rights and Opportunities; (ii) "Contract" and "contract" include any extension or modification of the Contract or contract; (iii) "Contractor" and "contractor" include any successors or assigns of the Contractor or contractor; (iv) "Gender identity or expression" means a person's gender-related identity, appearance or behavior, whether or not that gender-related identity, appearance or behavior is different from that traditionally associated with the person's physiology or assigned sex at birth, which gender-related identity can be shown by providing evidence including, but not limited to, medical history, care or treatment of the gender-related identity, consistent and uniform assertion of the gender-related identity or any other evidence that the gender-related identity is sincerely held, part of a person's core identity or not being asserted for an improper purpose; (v) "good faith" means that degree of diligence which a reasonable person would exercise in the performance of legal duties and obligations; (vi) "good faith efforts" shall include, but not be limited to, those

reasonable initial efforts necessary to comply with statutory or regulatory requirements and additional or substituted efforts when it is determined that such initial efforts will not be sufficient to comply with such requirements; (vii) "marital status" means being single, married as recognized by the State of Connecticut, widowed, separated or divorced; (viii) "mental disability" means one or more mental disorders, as defined in the most recent edition of the American Psychiatric Association's "Diagnostic and Statistical Manual of Mental Disorders", or a record of or regarding a person as having one or more such disorders; (ix) "minority business enterprise" means any small contractor or supplier of materials fifty-one percent or more of the capital stock, if any, or assets of which is owned by a person or persons: (1) who are active in the 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 Connecticut General Statutes § 32-9n; and (x) "public works contract" means any agreement between any individual, firm or corporation and the State or any political subdivision of the State other than a municipality for construction, rehabilitation, conversion, extension, demolition or repair of a public building, highway or other changes or improvements in real property, or which is financed in whole or in part by the State, including, but not limited to, matching expenditures, grants, loans, insurance or guarantees.

For purposes of this Section, the terms "Contract" and "contract" do not include a contract where each contractor is (1) a political subdivision of the state, including, but not limited to, a municipality, (2) a quasi-public agency, as defined in Conn. Gen. Stat. § 1-120, (3) any other state, including but not limited to any federally recognized Indian tribal governments, as defined in Conn. Gen. Stat. § 1-267, (4) the federal government, (5) a foreign government, or (6) an agency of a subdivision, agency, state or government described in the immediately preceding enumerated items (1), (2), (3), (4) or (5).

(b) (1) The Contractor agrees and warrants that in the performance of the Contract such Contractor will not discriminate or permit discrimination against any person or group of persons on the grounds of race, color, religious creed, age, marital status, national origin, ancestry, sex, gender identity or expression, intellectual disability, mental disability or physical disability, including, but not limited to, blindness, unless it is shown by such Contractor that such disability prevents performance of the work involved, in any manner prohibited by the laws of the United States or of the State of Connecticut; and the Contractor further agrees to take affirmative action to insure that applicants with job-related qualifications are employed and that employees are treated when employed without regard to their race, color, religious creed, age, marital status, national origin, ancestry, sex, gender identity or expression, intellectual disability, mental disability or physical disability, including, but not limited to, blindness, unless it is shown by the Contractor that such disability prevents performance of the work involved; (2) the Contractor agrees, in all solicitations or advertisements for employees placed by or on behalf of the Contractor, to state that it is an "affirmative action equal opportunity employer" in accordance with regulations adopted by the Commission; (3) the Contractor agrees to provide each labor union or representative of workers with which the Contractor has a collective bargaining Agreement or other contract or understanding and each vendor with which the Contractor has a contract or understanding, a notice to be provided by the Commission, advising the labor union or workers' representative of the Contractor's commitments under this section and to post copies of the notice in conspicuous places available to employees and applicants for employment; (4) the Contractor agrees to comply with each provision of this Section and Conn. Gen. Stat. §§ 46a-68e and 46a-68f and with each regulation or relevant order issued by said Commission pursuant to Conn. Gen. Stat. §§ 46a-56, 46a-68e and 46a-68f; and (5) the Contractor agrees to provide the Commission on Human Rights and Opportunities with such information requested by the Commission, and permit access to pertinent books, records and accounts, concerning the employment practices and procedures of the Contractor as it relates to the provisions of this Section and Conn. Gen. Stat. § 46a-56. If the contract is a public works contract, the Contractor agrees and warrants that he will make good faith efforts to employ minority business enterprises as subcontractors and suppliers of materials on such public works projects.

(c) Determination of the Contractor's good faith efforts shall include, but shall not be limited to, the following factors: The Contractor's employment and subcontracting policies, patterns and practices; affirmative advertising, recruitment and training; technical assistance activities and such other reasonable activities or efforts as the Commission may prescribe that are designed to ensure the participation of minority business enterprises in public works projects.

(d) The Contractor shall develop and maintain adequate documentation, in a manner prescribed by the Commission, of its good faith efforts.

(e) The Contractor shall include the provisions of subsection (b) of this Section in every subcontract or purchase order entered into in order to fulfill any obligation of a contract with the State and such provisions shall be binding on a subcontractor, vendor or manufacturer unless exempted by regulations or orders of the Commission. The Contractor shall take such action with respect to any such subcontract or purchase order as the Commission may direct as a means of enforcing such provisions including sanctions for noncompliance in accordance with Conn. Gen. Stat. § 46a-56; provided if such Contractor becomes involved in, or is threatened with, litigation with

a subcontractor or vendor as a result of such direction by the Commission, the Contractor may request the State of Connecticut to enter into any such litigation or negotiation prior thereto to protect the interests of the State and the State may so enter.

(f) The Contractor agrees to comply with the regulations referred to in this Section as they exist on the date of this Contract and as they may be adopted or amended from time to time during the term of this Contract and any amendments thereto.

(g) (1) The Contractor agrees and warrants that in the performance of the Contract such Contractor will not discriminate or permit discrimination against any person or group of persons on the grounds of sexual orientation, in any manner prohibited by the laws of the United States or the State of Connecticut, and that employees are treated when employed without regard to their sexual orientation; (2) the Contractor agrees to provide each labor union or representative of workers with which such Contractor has a collective bargaining Agreement or other contract or understanding and each vendor with which such Contractor has a contract or understanding, a notice to be provided by the Commission on Human Rights and Opportunities advising the labor union or workers' representative of the Contractor's commitments under this section, and to post copies of the notice in conspicuous places available to employees and applicants for employment; (3) the Contractor agrees to comply with each provision of this section and with each regulation or relevant order issued by said Commission pursuant to Conn. Gen. Stat. § 46a-56; and (4) the Contractor agrees to provide the Commission on Human Rights and Opportunities with such information requested by the Commission, and permit access to pertinent books, records and accounts, concerning the employment practices and procedures of the Contractor which relate to the provisions of this Section and Conn. Gen. Stat. § 46a-56.

(h) The Contractor shall include the provisions of the foregoing paragraph in every subcontract or purchase order entered into in order to fulfill any obligation of a contract with the State and such provisions shall be binding on a subcontractor, vendor or manufacturer unless exempted by regulations or orders of the Commission. The Contractor shall take such action with respect to any such subcontract or purchase order as the Commission may direct as a means of enforcing such provisions including sanctions for noncompliance in accordance with Conn. Gen. Stat. § 46a-56; provided, if such Contractor becomes involved in, or is threatened with, litigation with a subcontractor or vendor as a result of such direction by the Commission, the Contractor may request the State of Connecticut to enter into any such litigation or negotiation prior thereto to protect the interests of the State and the State may so enter.

10. **Executive Orders.** This Contract is subject to the provisions of Executive Order No. Three of Governor Thomas J. Meskill, promulgated June 16, 1971, concerning labor employment practices, Executive Order No. Seventeen of Governor Thomas J. Meskill, promulgated February 15, 1973, concerning the listing of employment openings and Executive Order No. Sixteen of Governor John G. Rowland promulgated August 4, 1999, concerning violence in the workplace, all of which are incorporated into and are made a part of the Contract as if they had been fully set forth in it. The Contract may also be subject to Executive Order No. 14 of Governor M. Jodi Rell, promulgated April 17, 2006, concerning procurement of cleaning products and services and to Executive Order No. 49 of Governor Dannel P. Malloy, promulgated May 22, 2015, mandating disclosure of certain gifts to public employees and contributions to certain candidates for office. If Executive Order 14 and/or Executive Order 49 are applicable, they are deemed to be incorporated into and are made a part of the Contract as if they had been fully set forth in it. At the Contractor's request, the Institution or DAS shall provide a copy of these orders to the Contractor.
11. **Force Majeure.** If the performance of obligations under this Contract are rendered impossible or hazardous or is otherwise prevented or impaired due to illness, accident, Act(s) of God, riots, strikes, labor difficulties, epidemics, earthquakes, and/or any other cause or event, similar or dissimilar, beyond the control of the Contractor, then each party's obligations to the other under this Contract shall be excused and neither party shall have any liability to the other under or in connection with this Contract.
12. **Campaign Contribution Restrictions.** For all state contracts as defined in Connecticut General Statutes § 9-612(g)(2), as amended by Public Act 10-1 having a value in a calendar year of \$50,000 or more or a combination or series of such agreements or contracts having a value of \$100,000 or more, the authorized signatory to this Agreement expressly acknowledges receipt of the State Election Enforcement Commission's notice advising state contractors of state campaign contribution and solicitation prohibitions, and will inform its principals of the contents of the Notice, referenced herein as Exhibit A.
13. **Contract Assignment.** No right or duty, in whole or in part, of the Contractor under this Agreement may be assigned or delegated without the prior written consent of the institution.
14. **Confidential Information.** The Contractor acknowledges that it may have access to Confidential Information (as hereinafter defined). The Contractor agrees that it will use the Confidential Information solely for the purpose

of performing its duties as a consultant and agrees that it will not divulge, furnish, publish or use for its own benefit or for the direct or indirect benefit of any other person or entity, whether or not for monetary gain, any Confidential Information.

For purposes of this Agreement, the term "Confidential Information" shall mean (i) all information related to the business operations, marketing plans, financial position and (ii) other business information and any other information disclosed to the Contractor. Confidential Information shall not include information which (i) is or becomes part of the public domain through no act or omission attributable to the Contractor, (ii) is released after prior written authorization or (iii) the Contractor receives from any third party who is unrelated to it and who is not under any obligation to maintain the confidentiality of such information.

15. **Family Educational Rights and Privacy Act (FERPA)**. In all respects, Contractor shall comply with the provisions of the **Family Educational Rights and Privacy Act (FERPA)**. For purposes of this contract, FERPA includes any amendments or other relevant provisions of federal law, as well as all requirements of Chapter 99 of Title 34 of the Code of Federal Regulations, as amended from time to time. Nothing in this agreement may be construed to allow Contractor to maintain, use, disclose or share student information in a manner not allowed by federal law or regulation or by this contract. Contractor agrees that it shall not provide any student information obtained under this contract to any party ineligible to receive data protected by FERPA. This section shall survive the termination, cancellation or expiration of the contract.
16. **Summary of State Ethics Laws**. Pursuant to the requirements of section 1-101qq of the Connecticut General Statutes, the summary of State ethic laws developed by the State Ethics Commission pursuant to section 1-81b of the Connecticut General Statutes is incorporated by reference into and made a part of the contract as if the summary had been fully set forth in the contract.
17. **Whistleblower**. This contract may be subject to the provisions of Section 4-61dd of the Connecticut General Statutes. In accordance with this statute, if an officer, employee or appointing authority of the Contractor takes or threatens to take any personnel action against any employee of the Contractor in retaliation for such employee's disclosure of information to any employee of the contracting state or quasi-public agency or the Auditors of Public Accounts or the Attorney General under the provisions of subsection (a) of such statute, the Contractor shall be liable for a civil penalty of not more than five thousand dollars for each offense, up to a maximum of twenty percent (20%) of the value of this contract. Each violation shall be a separate and distinct offense and in the case of a continuing violation, each calendar day's continuance of the violation shall be deemed to be a separate and distinct offense. The State may request that the Attorney General bring a civil action in the Superior Court for the Judicial District of Hartford to seek imposition and recovery of such civil penalty. In accordance with subsection (f) of such statute, each large state contractor, as defined in the statute, shall post a notice of the provisions of the statute relating to large state contractors in a conspicuous place which is readily available for viewing by the employees of the contractor.
18. **Disclosure of Records**. This Contract may be subject to the provisions of section 1-218 of the Connecticut General Statutes. In accordance with this statute, each contract in excess of two million five hundred thousand dollars between a public agency and a person for the performance of a governmental function shall (a) provide that the public agency is entitled to receive a copy of records and files related to the performance of the governmental function, and (b) indicate that such records and files are subject to the Freedom of Information Act (FOIA) and may be disclosed by the public agency pursuant to FOIA. No request to inspect or copy such records or files shall be valid unless the request is made to the public agency in accordance with FOIA. Any complaint by a person who is denied the right to inspect or copy such records or files shall be brought to the Freedom of Information Commission in accordance with the provisions of sections 1-205 and 1-206 of the Connecticut General Statutes.
19. **Audit Requirements for State Grants**. For purposes of this clause, the word "Contractor" shall be read to mean "nonstate entity," as that term is defined in Conn. Gen. Stat. § 4-230. The Contractor shall provide for an annual financial audit acceptable to the Institution for any expenditure of State-awarded funds made by the Contractor. Such audit shall include management letters and audit recommendations. The State Auditors of Public Accounts shall have access to all records and accounts for the fiscal year(s) in which the award was made. The Contractor will comply with federal and State single audit standards as applicable.
20. **Audit Requirements for Federal Grants**. For U.S. based, non-profit Contractors expending \$500,000 or more of federal awards in one year: The Contractor agrees to comply with the requirements of Office of Management and Budget (OMB) Circular A-133. Contractor further agrees to provide the Institution with copies of all independent auditors' reports which cover the period of performance of this contract. Contractor will provide a copy of its response to auditors' reports and, in instances of non-compliance, a plan for corrective action. All records and

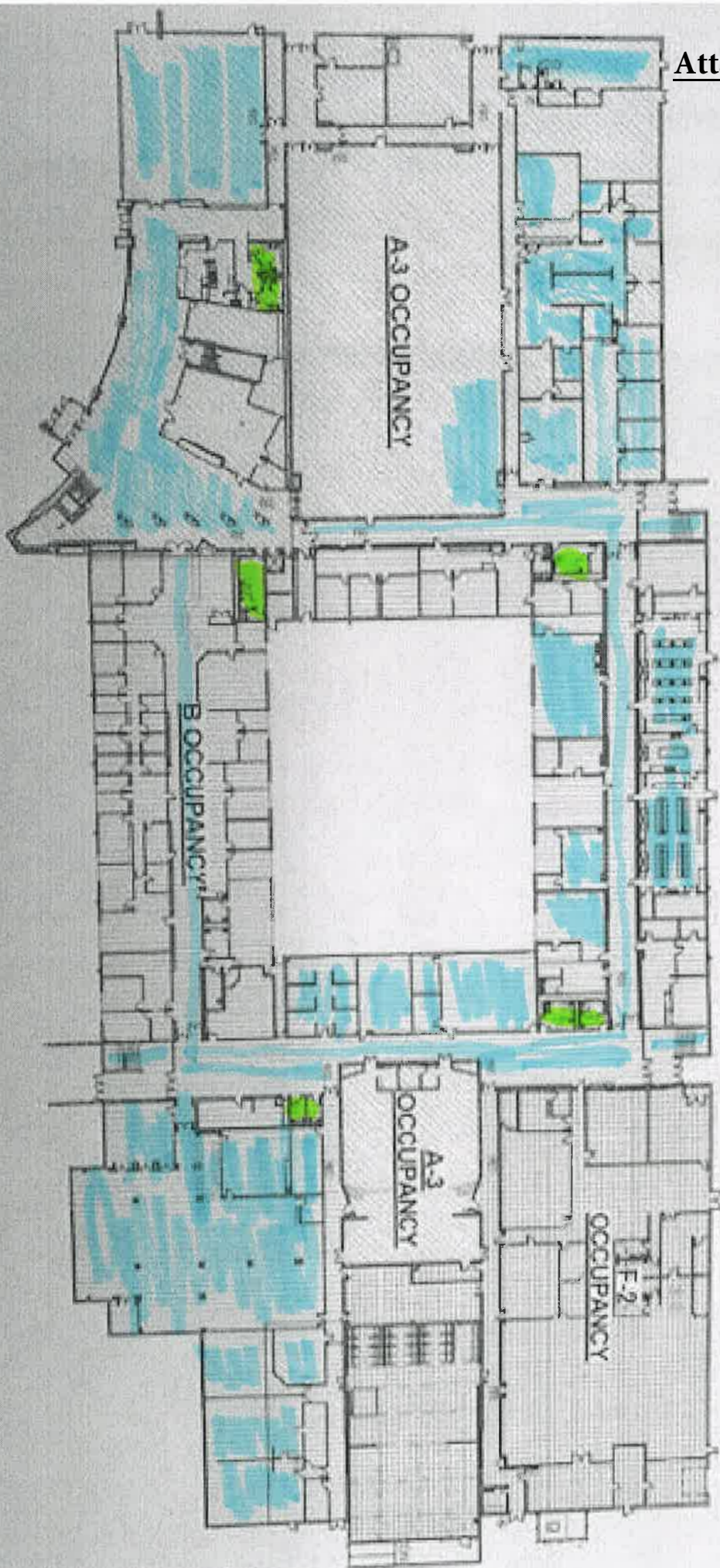
reports prepared in accordance with the requirements of OMB Circular A-133 shall be made available for review or audit by appropriate officials of the Federal agency, Institution, or the General Accounting Office (GAO) during normal business hours.

For U.S. based, non-profit Contractors expending less than \$500,000 of Federal awards in one year: Contractor agrees that all records pertaining to this agreement will be made available for review or audit by appropriate officials of the Federal agency, Institution, or the GAO during normal business hours.

21. **Professional Standards.** In rendering services under this contract, the Contractor shall conform to high professional standards of work and business ethic. The Contractor warrants that the services shall be performed: 1) in a professional and workmanlike manner; and 2) in accordance with generally and currently accepted principles and practices. During the term of this contract, the Contractor agrees to provide to Institution in a good and faithful manner, using its best efforts and in a manner that shall promote the interests of Institution, such services as Institution requests, provided in the contract.
22. **Contractor's Standards of Conduct.**
  - (a) In order to insure the orderly and efficient performance of duties and services at the Institution and to protect the health, safety and welfare of all members of Institution's community the Contractor agrees that the following items are strictly prohibited while performing services under this Agreement:
    - i. Use or possession of drugs or alcohol;
    - ii. Possession of firearms or illegal weapons anywhere on campus property including vehicles;
    - iii. Smoking in buildings;
    - iv. Harassment (sexual, racial or otherwise) or intimidation of anyone on the premises of the campus;
    - v. Violation of applicable traffic or public safety regulations or of Institution rules and procedures;
    - vi. Unauthorized use of Institution vehicles, equipment or property;
    - vii. Use of University telephones for personal business;
    - viii. Removal or theft of University property;
    - ix. Unauthorized duplication or possession of University keys;
    - x. Transfer of personal identification card or of parking pass to unauthorized personnel;
    - xi. Conduct or behavior that endangers the health, safety and welfare of any member of the public or of the University community;
    - xii. Interference with the work of other employees;
    - xiii. Work attire other than the specified uniform; and
    - xiv. Loud, vulgar behavior or the use of profanity.
  - (b) Violation of Standards: Contractor will require its employees to comply with the standards listed in Professional Standards and 22 (a) above. The Institution may, at its discretion, recommend discharge of any employee of the Contractor found to be in violation of the standards listed in 1.1(i) or 1.2(a) above, or in violation of any law or standards adopted by the Institution from time to time, as required, to protect the health, safety and welfare of the Institution's community. Upon request of the Institution, Contractor shall remove any of its employees that violate said standards from assignments to be performed under this Agreement.

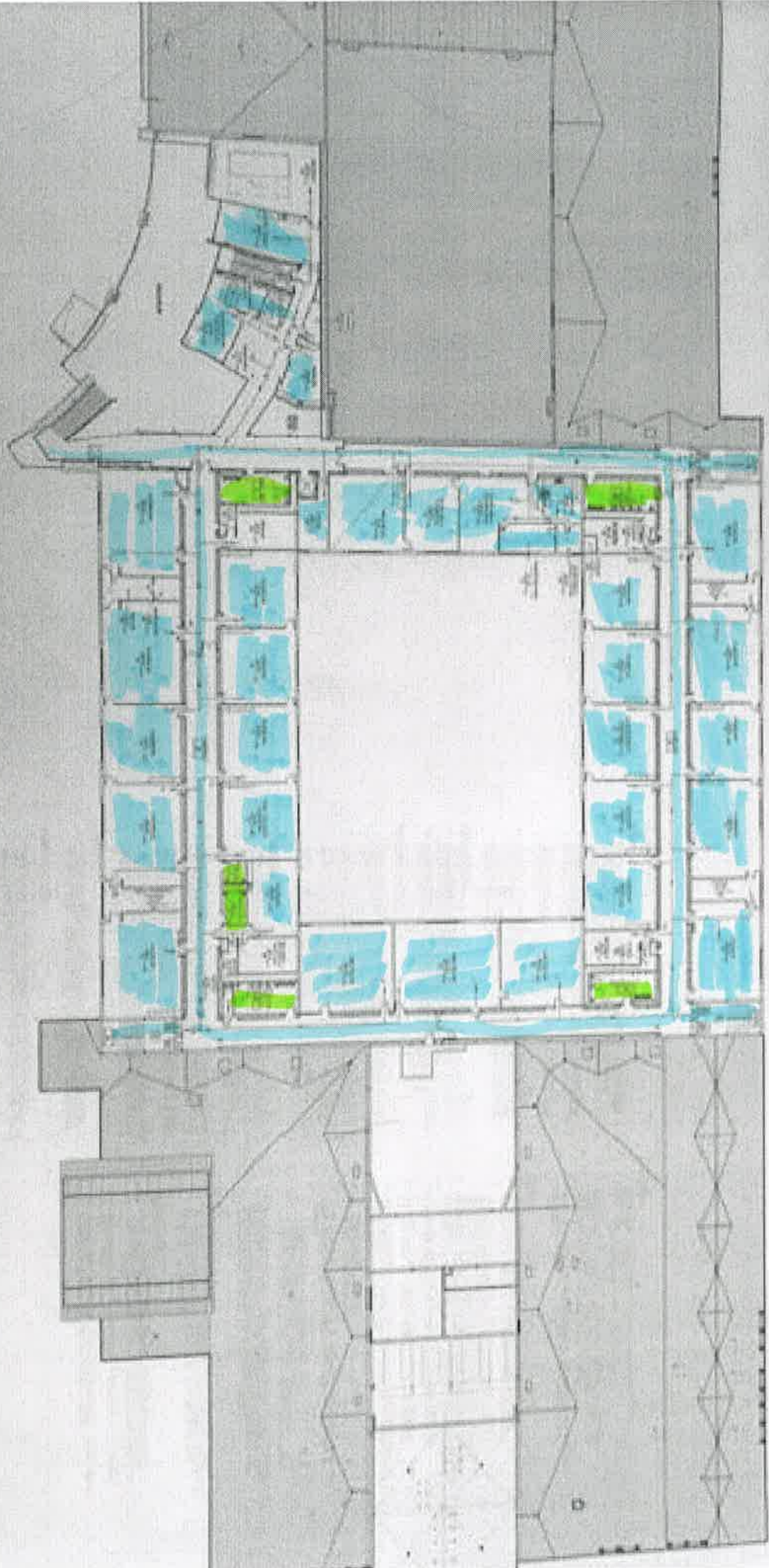


Attachment I



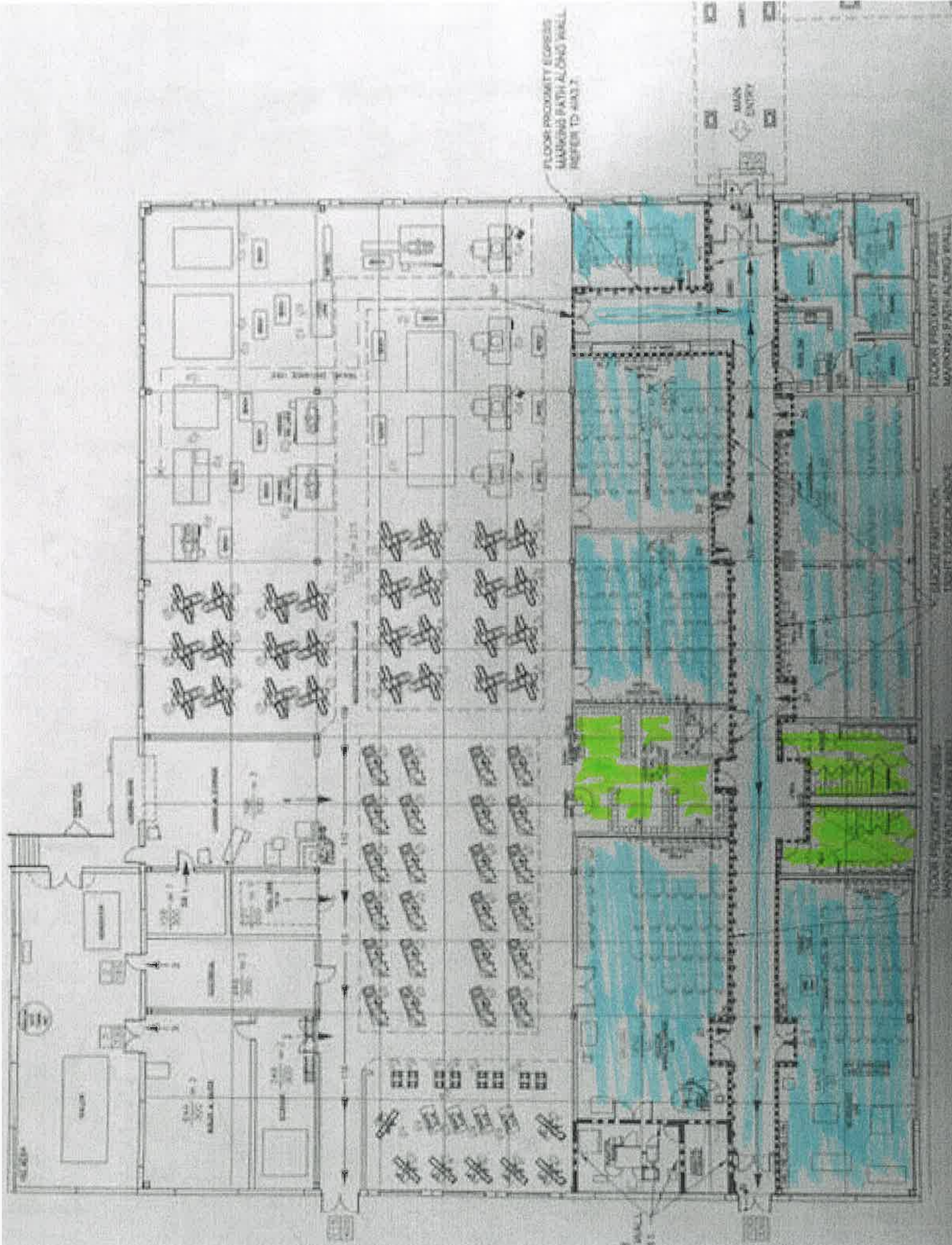


FLOOR PLAN



Architectural drawing showing a floor plan of a building. The drawing includes a central white area, likely a courtyard or a large open space, surrounded by rooms and corridors. The drawing is oriented vertically on the page.





FLOOR PROXIMITY EGRESS MARKING PATH ALONG WALL REFER TO 443.7

MAIN ENTRY

FLOOR PROXIMITY EGRESS MARKING PATH ALONG WALL REFER TO 443.7

EGRESS MARKING PATH REFER TO 443.7

FLOOR PROXIMITY EGRESS MARKING PATH ALONG WALL REFER TO 443.7