

EAST HADDAM BOARD OF EDUCATION

NATHAN HALE-RAY HIGH SCHOOL
EAST HADDAM ELEMENTARY SCHOOL

**EAST HADDAM PUBLIC SCHOOLS
HVAC IAQ UPGRADES**

INVITATION TO BID

Return Bid to:
Teresa DeBrito
Superintendent of Schools
East Haddam Public Schools
Municipal Office Complex
1 Plains Road, PO Box 401
Moodus, CT 06469

April 5, 2024

BID SUBMISSION DEADLINE: 2:00 pm, Thursday, May 2, 2024

MANDATORY WALK-THROUGH:

Thursday, April 18, 2024 @ 3:00 PM
Nathan Hale-Ray High School
15 School Road
Moodus, CT 06469

Walkthrough at Elementary School to occur
after completion at High School

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**INVITATION TO BID
EAST HADDAM PUBLIC SCHOOLS
HVAC IAQ UPGRADES
NATHAN HALE-RAY HIGH SCHOOL
EAST HADDAM ELEMENTARY SCHOOL**

The East Haddam Board of Education requests bids for the East Haddam Public Schools HVAC IAQ Upgrades, and all related equipment, for the Nathan Hale-Ray High School and East Haddam Elementary School. The Project Manual and Contract Drawings may be obtained from Plans4Less, electronically and/or hard copies.

<https://www.planroom4less.com/projects/7/details/east-haddam-hvac-iaq-upgrades>

Bids shall be placed in sealed envelopes marked "**EAST HADDAM PUBLIC SCHOOLS - HVAC IAQ UPGRADES**" and delivered to the Office of the Superintendent of Schools on or before 2:00 pm on **Thursday, May 2, 2024**, at which time they will be opened publicly.

The East Haddam Board of Education, as awarding authority, reserves the right to reject any or all bids in full and/or in part and to waive any informalities in bidding. In determining the lowest or highest bid the East Haddam Board of Education reserves the right to consider, in addition to price, the compatibility, quality, experience of the bidder, sufficiency of resources of the bidder as it relates to the offering as well as the ability of the bidder to provide future service. The decision of the East Haddam Board of Education shall be final.

The East Haddam Board of Education is an equal opportunity employer for all persons without regard to race, color, religious creed, age, marital status, national origin, sex, sexual orientation, or physical disability.

A mandatory site walk will be held on **Thursday, April 18, at 3:00 PM** for all interested Bidders. The walk-through will start at the Nathan Hale-Ray High School located at 15 School Road, Moodus, CT.

Questions regarding the bid should be addressed to Donald Angersola, Director of Operations for the East Haddam Board of Education at donald.angersola@easthaddam.org AND CC'd to Scott Kraynak, Project Engineer for H. F. Lenz (Consulting Engineer) at skraynak@hflenz.com. Please see Bid Specifications for details regarding bid questions.

Return Bid to:

Teresa DeBrito
Superintendent of Schools
East Haddam Public Schools
Municipal Office Complex
1 Plains Road, PO Box 401
Moodus, CT 06469

Section 1:

INFORMATION FOR BIDDERS

1. Proposals Received

Sealed bids for the performance of **East Haddam Public Schools HVAC IAQ Upgrade** will be received at the Municipal Office Complex, 1 Plains Road. PO Box 401, Moodus, CT 06469 at the Office of the Superintendent until 2:00 pm local time, on Thursday, May 2, 2024. Bids will be opened at that time and date.

2. Scope of Work

Scope of Work is included for two separate locations within the district:

- a) Nathan Hale-Ray High School - Air-Cooled Chiller and Chilled Water Pump Upgrades
- b) East Haddam Elementary School - Replacement of Unit Ventilators with ground/roof mounted air-handling units, providing heating, ventilation, and air-conditioning.

Deduct-alternates for roof-top units and building controls will be considered, and may be excluded as part of this project at the Owner's discretion.

The project must be completed between May 9, 2024 and August 22, 2025.

3. Addenda and Interpretations

No interpretations of the meaning of the pre-bid documents will be made to any Bidder orally. Any request for interpretation shall be by email only to Director of Operations, Donald Angersola at donald.angersola@easthaddam.org CC'ing, and Scott Kraynak, Project Engineer at skraynak@hflenz.com. To be given consideration, such requests must be received no later than Tuesday, April 23, 2024, 3:00 PM. All questions and addenda will be shared with all potential bidders.

4. Project Timeline

The project shall start as soon as possible after the bid is awarded, and after the school year has ended. The upgrades must be completed prior to the start of the new school year, August 25, 2025.

April 11, 2024	Invitation to Bid publicized
April 18, 2024	Mandatory Walkthrough, 3:00 PM
May 2, 2024	Bid Deadline, 2:00 PM
	Bid Opening, 2:00 PM East Haddam Municipal Office Complex
May 9, 2024	Estimated award of bid
August 15, 2025	Project Completion Date
August 22, 2025	Testing & Acceptance Completion Date
September 12, 2025	Final Pay-App Submission

5. Familiarity of the Work/Mandatory Walkthrough

Each Bidder shall fully inform themselves prior to bidding as to existing conditions for the sites. No allowance will be made to a Bidder because of lack of such examination or knowledge. The submission of a bid will be considered as conclusive evidence that the Bidder has made such examination. Bidders are not allowed to visit the site during school hours (Monday to Friday before 3:30 pm).

A mandatory site walk will be held on **Thursday, April 18, at 3:00 PM** for all interested Bidders. The walk-through will start at the Nathan Hale-Ray High School located at 15 School Road, Moodus, CT.

6. Disqualification of Bidders

More than one proposal within each section from an individual, firm, partnership, corporation, or an association under the same or different names will not be considered. Reasonable grounds for believing that any Bidder is interested in more than one proposal within each section for the work contemplated will cause the rejection of all proposals in which such Bidder is interested. Any or all proposals in which such Bidder is interested will be rejected if there is reason for believing that collusion exists among the Bidders; and all participants in such collusion will not be considered in future proposals for the same work. Proposals in which the prices are obviously unbalanced may be rejected. No contract will be awarded except to competent Bidders capable of performing the class of work contemplated.

7. Model/Brand Specifications

To be considered for, all bidders are to bid on the exact model and specifications as outlined in Attachment A. Bid containing alternate models will be disqualified.

8. Preparation of Proposals

The Proposals must be made upon the forms contained herein. The blank spaces in the Proposals must be filled in correctly where indicated. Ditto marks are not considered writing or printing and shall not be used. The Bidder shall sign their Proposal correctly. If the Proposal is made by an individual, their name, email address and post office address must be shown. If made by a firm, partnership, or corporation, the Proposal must be signed by an official of the firm, partnership, or corporation authorized to sign contracts and must show the email and post office address of the firm, partnership, or corporation.

Each bid must be accompanied by a bid security in the form of a bid bond in the amount of 5% of the total base bid price. Bid security shall be properly executed by the bidder. The successful bidder shall provide a performance bond in the amount of 100% of the bid price upon contract signing.

Bids must be submitted in a sealed envelope bearing on the outside the name of the Bidder, the Bidder's address, and name of the project for which the bid is submitted. If forwarded by mail, the sealed and labeled '**EAST HADDAM PUBLIC SCHOOLS - HVAC IAQ UPGRADES BID**' envelope containing the bid must be enclosed in another envelope addressed to:

Office of the Superintendent
Municipal Office Complex
1 Plains Road, PO Box 401
Moodus, CT 06469

9. Irregular Proposals

The East Haddam Board of Education reserves the right to reject any proposals if they show any omission, alteration of form, additions not called for, conditional bids, or irregularities of any kind.

10. Withdrawal of Proposals

If a Bidder wishes to withdraw their proposal, they may do so before the time fixed for the opening of bids by communicating their purpose to the East Haddam Superintendent. Upon such notice, the Proposal will be made available unopened to the Bidder at the Office of the Superintendent of Schools.

11. Prevailing Wage

If the bid exceeds \$100,000 the bidder must account for the State of Connecticut Prevailing Wage Rates.

12. Insurance

Upon request by the East Haddam Board of Education and prior to execution of the Contract, the successful Bidder will be required to file with the East Haddam Board of Education a certificate of insurance. The certificate, executed by an insurance company, shall name the East Haddam Board of Education and Town of East Haddam as an additional insured party on the form furnished with the following specifications:

Workers' Compensation Insurance: With respect to all operations the successful Bidder performs and all those performed for it by subcontractors, the successful Bidder shall carry workers' compensation insurance in accordance with the requirements and the laws of the State of Connecticut.

Contractor's Public Liability and Property Damage Insurance: With respect to the project operations the successful Bidder performs and those performed for it by subcontractors. the successful Bidder shall carry regular Contractor's Public Liability Insurance. The insurance shall provide coverage for each accident or occurrence in the amount of \$1,000,000 for all damages resulting from 1) bodily injury to or death of persons and/or (2) injury to or destruction of property. Subject to that limit per accident or occurrence, the policy shall provide at total or aggregate coverage of \$2,000,000 for all damages during the policy period.

Automobile Liability Insurance: The operation of all motor vehicles. including those hired or borrowed. used in connection with the services. shall be covered by Automobile Liability Insurance. The insurance shall provide coverage for accident or occurrence in the amount of \$1,000,000 for all damages resulting from (1) bodily injury to or death of persons and/or (2) injury to or destruction of property. If an insurance policy shows an aggregate limit as part of the automobile liability coverage, the aggregate limit must be at least \$1,000,000.

East Haddam Board of Education/Town of East Haddam: With respect to the service operations the successful Bidder performs and those performed for it by subcontractors, the successful Bidder shall carry for and on behalf of the East Haddam Board of Education and Town Of East Haddam, insurance which shall provide coverage for each accident or occurrence in the amount of \$1,000,000 for all damages resulting from (1) bodily injury to or death of person and/or (2) injury to or destruction of property. Subject to that limit per accident or occurrence. the policy shall provide a total or aggregate coverage of \$2,000,000 for all damages during the policy period.

Professional Liability' Insurance. With respect to the service operations the successful Bidder performs and those performed for it by subcontractors. the successful Bidder shall carry regular Professional Liability Insurance. The insurance shall provide coverage for each accident or occurrence in the amount of \$1,000,000 for all damages resulting from (1) bodily injury to or death of persons and/or (2) injury to or destruction of property. Subject to that limit per accident or occurrence. the policy shall provide at total or aggregate coverage of \$2,000,000 for all damages during the policy period.

Termination or change of Insurance: Each insurance policy shall be endorsed to provide that the insurance company shall notify the East Haddam Board of Education by certified mail at least thirty (30) days in advance of termination. or any change in the policy. No such change shall be made without prior written approval of the appropriate Official.

Claims: Each insurance policy shall state that the insurance company shall agree to investigate and defend the East Haddam Board of Education against all damages. even if groundless.

Compensation: There shall be no direct compensation allowed the successful Bidder on account of any premium or other change necessary to take out and keep in effect all insurance or bonds. but the cost thereof shall be considered included in the general cost of the work.

The successful Bidder shall pay on behalf of or indemnify and hold harmless the Town of East Haddam and the East Haddam Board of Education, its employees, officers, agents, and volunteers from and against any and all claims, actions, damages, fees, fines, penalties, defense costs (including attorney's fees and court costs. whether such fees and costs are incurred in negotiations, collection of attorneys' fees or at the trial level or on appeal). suits or liabilities which may arise out of any actual or alleged negligent act, error. omission. or default of the successful Bidder (or the successful Bidder's officers, employees, agents, volunteers and subcontractors, if any) performance or failure to perform under the terms of this contract. This indemnification and hold harmless agreement shall survive the termination or expiration of this agreement.

13. Coordination with School Officials

It is necessary for the contractor to work with other contractors, as necessary as well as the following school officials and their staff to include:

- The Director of Operations
- The School Principal
- The Superintendent of Schools

Because of their responsibilities the contractor may be asked to meet with the school facility/ maintenance staff to discuss timing and access to school facilities.

14. Sales Tax

The East Haddam Board of Education is a tax-exempt organization.

Certain materials and supplies incorporated in the work of this project are exempt from Connecticut Sales Tax. The successful Bidder shall familiarize themselves with current regulations of the State Tax Department. The tax on materials or supplies exempted by such regulations shall not be included as part of the bid. Upon request, the Owner will furnish the successful Bidder a sales tax exemption letter.

15. Compliance with Federal and State Regulations

The contractor shall be responsible for full compliance with any Federal and/or State laws, regulations, and standards, as applicable to any project fully or partially funded by State and/or Federal funding agency.

16. HVAC Indoor Air Quality Grant Program for Public Schools

This project was submitted to the state under the Fiscal Year 2024 HVAC Grant Cycle. Should the project be selected for award, this contract is subject to the following:

The contractor who is selected to perform this State project must comply with CONN. GEN. STAT. §§ 4a-60, 4a-60a, 4a-60g, and 46a-68b through 46a-68f, inclusive, as amended by June 2015 Special Session Public Act 15-5.

State law requires a minimum of twenty-five (25%) percent of the state-funded portion of the contract be set aside for award to subcontractors holding current certification from the Connecticut Department of Administrative Services (“DAS”) under the provisions of CONN. GEN. STAT. § 4a-60g. (25% of the total state-funded value with DAS-certified Small Businesses and 6.25% of the total state-funded value with DAS-certified Minority-, Women-, and/or Disabled-owned Businesses.) The contractor must demonstrate good faith effort to meet the 25% set-aside goals.

Fully complete and submit with bid, Attachment B, Bidders Compliance Monitoring Report.

The grantees contract with awarded Contractor will include CHRO contract language, which shall be include within all of awarded Contractor's subcontracts for the project.

Within 30 days of contract award, the Contractor must submit an Affirmative Action Plan by mailing a hard copy to the CHRO.

The Contractor must make good faith efforts to employ MBEs as subcontractors and suppliers of materials. Those good faith efforts will be verified by the CHRO in its review of the Contractor's Affirmative Action Plan.

The CHRO is authorized to audit records regarding contract compliance at any time. Accordingly, project-related records are to be maintained.

17. Right to Reject

The East Haddam Board of Education reserves the right to reject any or all proposals or to accept any bid, should it deem it to be in the best interest of the Board.

**ATTACHMENT A:
EAST HADDAM PUBLIC SCHOOLS**

General Conditions/ Bid Specifications:

All prices bid must remain firm for a period of **Sixty (60) Days** commencing, **May 2, 2024**.

HVAC IAQ UPGRADES

DATE: _____

COMPANY NAME: _____

ADDRESS: _____

PHONE/EMAIL: _____

CONTACT NAME: _____

ITEM	DESCRIPTION	BID
B1	General Construction	\$
B2	Structural	\$
B3	Mechanical	\$
B4	Electrical	\$
B5	Controls	\$
B6	TOTAL COST FOR MATERIAL AND LABOR	\$

LUMP SUM BASE BID AMOUNT - TOTAL COST FOR MATERIAL AND LABOR

(written in words)

ITEM	DESCRIPTION	BID
A1	Alternate No. 1 (Deduct from Base Bid) Removal of RTU 8/9 and associated appurtenances from scope of work.	\$

A1 - RTU DEDUCT AMOUNT FROM LUMP SUMP BASE BID AMOUNT

(written in words)

ITEM	DESCRIPTION	BID
A2	Alternate No. 2 (Deduct from Base Bid) Removal of full building digital BMS from scope of work and installation of local controls only.	\$

A2 - BMS DEDUCT AMOUNT FROM LUMP SUMP BASE BID AMOUNT

(written in words)

Acknowledgement of Addenda (if applicable):

Addendum #: _____ Date: _____ Initials: _____

Addendum #: _____ Date: _____ Initials: _____

Addendum #: _____ Date: _____ Initials: _____

Remarks

1. Contract coordination will be handled by the Superintendent of Schools or his designated representative and a designated principal of the awarded firm.
2. Any award is contingent upon our requirement for deadline receipt of all bid materials.
3. Prevailing Wage: If the bid exceeds \$100,000 State of Connecticut Prevailing Wage will need to be included.
4. By submission of this Bid, the undersigned submitting contractor acknowledges inclusion of all elements contained and described in the project documents, and that the Bid is in compliance with the requirements of this document, and is without exceptions.

COMPANY INFORMATION AND SIGNATURES

Firm Name: _____

Signature of Responsible Agent: _____

Printed/Typed Name of Agent: _____

Company Street Address: _____

City/State/Zip: _____

Telephone _____

Fax#: _____

Email address: _____

Bid(s) Attached

Attachment A - HVAC IAQ Upgrade Bid Form

Attachment B - Bidders Compliance Monitoring Report

Company History Attached:

1. Years of experience,
2. List of major jobs in the last three years, reference sheet attached
3. Number of employees, and
4. List of equipment giving make and year manufactured that would be used to perform service.

Town of East Haddam/East Haddam Public Schools
NON-COLLUSIVE BID STATEMENT

Bid Opening Date: _____

Bidder's name and address: _____

Name of person signing this statement [please print] _____

To the Town of East Haddam/East Haddam Board of Education:

1. The bid has been arrived at by the bidder independently and has been submitted without collusion and without any agreement, understanding or planned common cause of action with any other vendor of material, supplies, equipment, or services described in the invitation to bid, designed to limit independent bidding or competition.
2. The contents of the bid have not been communicated by the bidder or its employees or agents to any person not an employee or person prior to the official opening of the bid.

Dated at: _____

Signature: _____

Title: _____

Business Related Reference Form

References for: _____

Name of Firm

Address

Person to Contact

Fax Number

Phone Number

Contract Details

Name of Firm

Address

Person to Contact

Fax Number

Phone Number

Contract Details

Name of Firm

Address

Person to Contact

Fax Number

Phone Number

Contract Details

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

(Revised 09/3/15)

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

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

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

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

INSTRUCTIONS AND OTHER INFORMATION

The following [BIDDER CONTRACT COMPLIANCE MONITORING REPORT](#) must be completed in full, signed, and submitted with the bid for this contract. The contract awarding agency and the Commission on Human Rights and Opportunities will use the information contained thereon to determine the bidders compliance to [Sections 4a-60](#) and [4a-60a](#) CONN. GEN. STAT., and [Sections 46a-68j-23](#) of the Regulations of Connecticut State Agencies regarding equal employment opportunity, and the 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 fifteen 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)

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

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

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

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

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

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

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

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

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

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

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

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

3) Definition of Racial and Ethnic Terms (as used in Part IV Bidder Employment Information) (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 1 – Bidder Information

<p>Company Name: Street Address: City & 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 -Bidder is certified as above by State of CT? Yes No</p>
<p>Bidder Parent Company: (If any)</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 & 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 N/A</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 N/A</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)

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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