

REQUEST FOR PROPOSAL

FOR

X-Ray Equipment

Project:BI-CTC-442; NVCC Founders Hall

FOR

**Naugatuck Valley Community College
(NVCC)**

April 1, 2016

I. PROJECT / TEAM OVERVIEW

The client for this project is Naugatuck Valley Community College or as noted with this document NVCC.

A. Project Description

NVCC currently is renovating Founders Hall at Chase Parkway, Waterbury, CT, and is planning to incorporate a Radiologic Technology Lab within the building.

B. Client Description

NVCC is a two year community college in Waterbury CT. As the campus grows, NVCC wants to give its students the best learning environment with the latest technology.

C. STV|DPM Role

DPM|STV is a Hartford, CT based consulting firm that specializes in coordinating corporate construction and relocation projects. STV|DPM is an owner's representative working directly for NVCC and does not accept commissions, referral fees or other incentives. STV|DPM will be acting as NVCC's representative throughout the process and, along with internal NVCC personnel, will be involved with the selection and management of the development team and all trades involved with the project. All correspondence should be directed through STV|DPM. The vendor must sign exhibit 1 that is attached and return with the bid.

II. SCOPE OF WORK

NVCC is in search of a firm to provide, deliver and install the equipment items listed below for their Radiologic Technology Lab. Access to this facility is restricted, all visits must be scheduled 48 hours in advance with the Construction Administrator. Please contact Seumas Quinn of AZ Construction at 860-625-3276. It shall be the bidder's responsibility to familiarize themselves with the facility as there are preliminary construction drawings attached (exhibit 2) for "information only". Final sketches will be provided to the apparent low bidder prior to construction.

The selected vendor will be required to provide and install the above ceiling strut assembly which supports the X-ray equipment including all engineering associated. The State will be adding supplemental steel beams/framing to the space and the new strut assembly must be self-supporting from this new steel framing.

DEL OTC 12D DIGITAL IMAGING SUITE with SINGLE Fuji DEVO DR

<u>CAT. NO.</u>	<u>ITEM / DESCRIPTION</u>
DM-OTC12-M	<p>Del Medical OTC12 Manual Ceiling Mount with Touch Screen Control Panel</p> <ul style="list-style-type: none"> - Minimum source to ceiling distance 32.6" (830 mm) - Vertical telescope travel range (Manual only): 70.8" (1800mm) - Longitudinal travel range: 136.4" (3460mm) - Optional rail extensions: 222.2" (5645mm) - Longitudinal detent positions, configurable during installation - Transverse travel range, with standard 9.8' (3m) rail: 84.6" min. (2150mm) - Optional 13.1' (4m) rail: 137.8" max. (3500mm) - Transverse detent positions, configurable during installation - Tube rotation range, horizontal axis; -120°, +120° - Detent positions; -90°, 0°, +90° - Tube rotation range, vertical axis; -154°, +182° - Detent positions; -90°, 0°, +90°, +180° - Vertical telescope travel range: 70.9" (1800mm) - Front display digital readouts: SID, horizontal tube rotation angle and generator control - 1 pair 80' (24 meters) HV cables included with cable concealment and management system - Standard 14' rail included - Ceiling Structs
TUBE-VR614-90	<p>Varian RAD 14 X-Ray Tube - 90° cable arms, 0.6x1.2mm FS, 300kHU, 3" Anode, 150KVP, 12°</p>
COL-RALCO-M	<p>Ralco Certified Manual Collimator</p> <ul style="list-style-type: none"> - External adjustment of mirror angulation - High luminosity power LED for light field projection. LED cluster life: 50,000 hours - Timer that limits cluster ON time to 30 seconds - Radiation shielding: 150 kVp - 4 mA - Minimum inherent filtration 2mm aluminum equivalent. (1mm on request) - Continuous film coverage from min. 00 x 00cm to max. 48 x 48cm at 100cm FFD (SID)
DM-CM50DR	<p>Del Medical CM Series DR 50kW, 63000mA, High Frequency Three Phase Generator</p> <ul style="list-style-type: none"> - 150 kVp - Digital Interface for integration with Digital Radiography systems - Anatomical Programming with 768 programmable technique selections - Operator Console with Pedestal and Hand Switch - One, two, or three point technique selection - Two-Bucky Capability - Power Cabinet with Auxiliary Power Supply - Tube Protection Circuitry - Dual Speed Starter (High Speed) - Integrated service software assists in calibration and service - Self-diagnostic circuitry with error code recording for fast trouble shooting - 208VAC Three Phase Power
<u>CAT. NO.</u>	<u>ITEM / DESCRIPTION</u>
DM-EV800	<p>Del Medical EV800 Elevating Table with Four-Way Float Top</p> <ul style="list-style-type: none"> - 800 lb. (363 kg) patient load capacity (a lower weight limit table is acceptable) - 86.5" (220cm) x 36.0" (81cm) fiber resin table-top - Height adjustment: 21.75" (55.25cm) to 33.77" (85.8cm) - Table top movement: +/- 21.25" (54cm) longitudinal, +/- 4.5" (11.4cm) transverse - Bucky travel: +/- 8.5" (22cm) longitudinal - Quiet, heavy-duty motor with efficient elevating action - Recessed foot treadle lock controls for longitudinal and transverse, plus table top up/down movement - Tableside hand control provides an additional source for all table movements - Integral collision safety sensors - Rotating Flat Panel Detector

DM-TBL-36 top)	36" Width Table Top (replaces standard 32"
Del Medical	
DM-TBL-REMOTE	Table Top Hand Control - Controls all table functions
DM-VS300	Del Medical VS300 Wall Stand with Slender Column Design with Rotating Flat Panel Detector Capabilities - Slender Column Design - Electric "Fail Safe" locks - Ergonomic release handle - Lateral patient handgrips included - Height: 84", Depth: 13.4", Width: 24.6" - Weight: 200 lbs - 0.4mm front panel aluminum equivalency - ETL listed
DM-VS300-OVHGRP	Overhead Patient Handgrips for VS300 Wall Stand
DM-AEC-INT-2ION	AEC Kit with Interface Board - Included two (2) Ion Chambers
DM-CM-DR-DW	CMDR Series Digital Interface for DELWORKS DR
GR-103-10-34-02	103 Line, 10:1, 34-44" Grid - Table
GR-103-10-40-02	103 Line, 10:1, 40-72" Grid – Wall
DM-TBL-GC-TRAY	Grid Cabinet, 17x17" with Deluxe Manual Cassette Tray - Table
DM-WALL-GC-TRAY	Grid Cabinet, 17x17" with Deluxe Manual Cassette Tray - Wall
DM-E14C-CAP-WBS	E14C Weight Bearing Detector Encasement
DM-TBL-LAT-HLDR	Table Top Lateral Cassette Holder

CAT. NO.
800044259

ITEM / DESCRIPTION
FDR D-EVO P35s FPD Wireless Detector

- Same size as 14x17x0.5" CR or film cassette, 7lbs.
- Magnetic tethered operation included
- GoS: Gadolinium Oxysulfide scintillator
- Image preview in less than 2 seconds, less than 10 second cycle time
- Up to 3.8 second exposure times for breathing techniques
- 150 Micron Pixel Pitch (2,304 x 2,880 pixel matrix)
- Wireless meets HIPPA requirements for secure patient data transmission



800044393

FDX Console

The FDX Console simplifies and speeds workflow with an extra-large image display area, an easy-to-read, customizable interface and an intuitive arrangement of operation buttons to make exams faster for both the technologist and the patient.

Technologist Workstation for Acquisition and Review:

- Desktop CPU (Windows & Pro, 32bit, Core i5, 3.2GHz,
- 4G RAM, 500GB HDD), keyboard and mouse
- 19" color touchscreen monitor and barcode scanner
- DICOM Store for connectivity to PACS
- FDX Console markers and menus
- Dynamic visualization for advanced image processing
- FNC (Flexible Noise Control) to suppress noise without loss of sharpness
- MFP (Multi Frequency Processing) providing overall density uniformity
- Technologist editing tools; automatic and manual shutters (black borders) and movable annotation markers.
- Auto trimming simplifies off center imaging of small anatomy by recognizing the collimated area and applying it to the full screen for optimized display at PACS.
- QC adjustments including exam reprocessing, sensitivity, latitude, density and contrast
- Free Text Annotation with commenting text annotation marker capability
- Image Magnification for enhanced full screen, magnification and zoom image display tools
- Basic security features include user restriction and are customizable by technologist
- Statistical Analysis reporting of the patient image database, including reason for image rejection coding for reject or other performance analyses.



CAT. NO.
800044255

ITEM / DESCRIPTION
FDR D-EVO Base Room

- MP (activates the FPD during exposures)
- One (1) SE cable and cable clamp
- FDR D-EVO application software and setup guide
- CAT 5 cables, 5 port switch
- Cable box



800044254

FDR D-EVO Generator Interface

A generator interface kit simplifies exam setup and workflow by making a hand connection between the FDX Console and generator via the 2-stage prep and expose hand switch.

- Interface box
- Interface cable
- Hand exposure switch
- 2x2 and 4x2 exposure button covers



X-FDR-DEVO-BATT FDR D-EVO Wireless Detector Battery (2) Two

TRAINING2 2 Days On-Site End User Applications

DM-DROP Drop Warranty First Year INCLUDED
- First Year Ownership Included / Subject to a \$3,000.00 per Occurrence Deductible

New Equip. DR SYSTEM PRICE: _____
Installation Cost: _____

No substitutes accepted

800042146

Fuji FCR Prima T with FDX Console

FCR PRIMA-T Reader Unit:

- Small Footprint: 3.2 sq. ft., 21"W x 22"D x 15.5"H. 86 lbs.
- Single Cassette Insertion
- Throughput speeds of up to 66 Plates per hour
- 6-outlet surge protection power-strip



Workstation Cart (Optional):

- Heavy duty space-saving workstation and countertop workspace, custom designed to fit over the reader making the system a compact all-in-one set up.
- Stitching accessories are available.

FDX Technologist PC Workstation for Image Acquisition and Review:

- Desktop CPU (Windows 7 Professional, 32-bit, 3.1GHz, Core i5, 4G RAM, 500GB HDD), keyboard, 19" color touchscreen LCD monitor
- Image previews as the IP is scanned for quick positioning checks before the next exam
- DICOM Work list Management for interface to DICOM compliant RIS/HIS
- DICOM CR Store for connectivity to PACS
- DICOM Print – enables printing from the Flash IIP workstation to a DICOM printer
- QC adjustments – includes exam reprocessing, sensitivity, latitude, density and contrast
- FNC (Flexible Noise Control) – advanced image processing for intelligent suppression of noise without loss of diagnostic information or sharpness
- MFP (Multi-Frequency Processing) – sophisticated image processing providing overall density uniformity for all anatomical regions
- Technologist editing – includes automatic and manual shutters (black borders) and movable annotation markers
- Basic security features – customizable technologist log in/log out and user restrictions
- Statistical Analysis reporting – text file download of patient image database, including reason for image rejection coding, for reject or other performance analyses
- DICOM CD exporting software – enables users to burn CD's with an embedded Dicom Viewer
- Free Text Annotation – commenting text annotation marker capability
- Image Magnification – enhanced full screen, magnification and zoom image display tools
- Cassette package – practice-specific cassette bundle
- Applications training
- 2 ea – 14" x 17" Cassette Type CC
- 2 ea – 14" x 17" ST VI Imaging Plate

NEW CR SYSTEM PRICE: _____

Installation Cost: _____

No substitutes accepted

OPTIONAL:

CAT. NO.

ITEM / DESCRIPTION

DM-DROP

DR Detector Drop Warranty 3 Additional Years

\$ _____

800044258

New FDR D-EVO P43s (Dual detector package at time of sale)

\$ _____

for Dual Detector System: add 17x17 Detector for wall stand

- Same size as 17x17x0.5" CR or film cassette, 83lbs.
- Magnetic tethered operation included
- GoS: Gadolinium Oxysulfide scintillator
- a-Si: Amorphous Silicon readout layer
- Image preview in less than 2 seconds, less than 10 second cycle time
- Up to 3.8 second exposure times for breathing techniques
- 150 Micron Pixel Pitch (2,304 x 2,880 pixel matrix)
- Wireless meets HIPPA requirements for secure patient data transmission



Required:

<u>CAT. NO.</u>	<u>ITEM / DESCRIPTION</u>
	Additional CR Cassettes:
XCASS-10X12-CC	10 x 12" CR Cassette Type CC \$ _____ each x 2= \$ _____
R230102ST6-SPKG	10 x 12" ST VI CR Imaging Plate \$ _____ each x 2= \$ _____

PARTS WARRANTY

DR PANEL and Workstation: _____.

CR READER: _____

CR WORKSTATION: _____

ALL OTHER SYSTEM PARTS WARRANTY: _____.

LABOR WARRANTY: _____.

List EXCLUSIONS TO WARRANTY:

III. GENERAL PROVISIONS

A. Bid Due Date

All proposals shall be due by May 6, 2016 at 2:00pm:

NVCC

Att: Lisa Anderson

750 Chase Parkway

Waterbury, CT 06708

B. Faxes

Faxes will not be accepted.

C. Vendor Selection

It is expected that the vendor selection will be made no later than 6/15/16

D. Number of Copies required

Please provide **(4) sealed** hard copies including detailed colored brochures for the product line specified.

E. Bid Rejection

STV|DPM or NVCC may reject any bids in all formalities, whichever in STV|DPM's or NVCC opinion appears most advantageous to NVCC.

F. Bid Modification

Modification of quotes will not be considered.

G. Insurance

Upon award, the successful bidder will be required to provide a current certificate of insurance naming required certificate holder and additional insured. NVCC reserves the right to require the vendor to carry specific limits that will be provided at a later date.

H. Questions

Questions should be directed via e-mail to Roxanne Perugino (Roxanne.perugino@stvinc.com) no later than 96 hours prior to the proposal due date. All questions will be answered via email to all bidders.

I. Confidentiality

All information contained herein is confidential and shall be treated as such. The selected vendor may be required to sign a client confidentiality and non-disclosure statement before starting work on the project.

J. Governing Law

The contract shall be governed by the laws of Connecticut.

K. Contract & Billing

The contract will be entered into directly between NVCC and the selected vendor. STV|DPM must approve completion of each phase and all vendors used by the bidder including subcontractors, engineers, and consultants.

L. Billing will be directly to NVCC. The original invoice should be **delivered** for auditing and approval to Roxanne Perugino at STV|DPM.

Failure to mail original invoices to STV|DPM will result in a delay in payment.

M. STV|DPM Relationship

NVCC has appointed STV|DPM as the project manager for this project. The selected vendor will need to indemnify and cooperate with STV|DPM for the duration of this project. The attached exhibit acknowledging this relationship must be signed and returned with your proposal.

N. Substitutions

Substitutions **WILL NOT** be allowed.

O. Pricing

Proposal pricing and fees will be in effect for 90 days from proposal submission date.

IV. BID SUBMISSION CRITERIA

A. Overview

1. Indicate how you intend to coordinate this project including names, positions, and brief background of your proposed design and project management team.
2. Include information on your firm including number of years in business and design capabilities.
3. Include at least three references for similar projects completed within the past two years.
4. List the Subcontractors you plan to use.
5. Discuss the future availability / non-obsolescence of the product being proposed, should NVCC decide to add additional product at a later date.
6. List any other value added services.
7. List any litigation your firm or any of its principals may have been involved with in the past five years, and list that litigation's status and /or result.
8. Include your firm's annual dollar volume of furniture sales for the past two years.

B. Cost Proposal

1. Provide a cost proposal based upon State of CT Prevailing Wage Rates.
2. List what design is included in the equipment purchase and any additional fees. Also list your hourly rates for design services.
3. The selected firm will be responsible for coordinating the design, order placement, delivery, installation, debris removal, cleaning, testing of equipment and punch list process.
4. List any deposits required and any other terms.
5. Indicate current lead times for all products.

EXHIBIT 1

Naugatuck Community College, (the Owner) has appointed STV|DPM to observe the work and to have such other responsibilities as the Owner and STV|DPM agree in writing. _____ (Contractor Name) will:

- a) Cooperate with STV|DPM in every way.
- b) Provide full access to all parts of the Project and the Work to STV|DPM at all times during normal working hours.
- c) Provide advance notice and invite STV|DPM to all project meetings and subcontractor meetings concerning the project.

_____ (CONTRACTOR NAME) will indemnify, defend and save STV|DPM harmless from any claims, losses, costs or expenses, including attorney's fees and court costs, arising from any occurrence or matter including, but not limited to, the exercise of any agency on behalf of NVCC, undertakings and approvals authorized on behalf of NVCC, personal injury, death and property damage, related to the conduct of the work including third party claims..

Until the Contractor has been given written notice to the contrary, STV|DPM shall act as the Owner's representative in connection with the project. STV|DPM shall attend regularly scheduled project meetings as well as all special project meetings of which it has been given adequate notice. Any action by STV|DPM shall be binding upon the Owner. The Owner may, by written notice pursuant to the provisions of this Agreement, designate another representative to act on its behalf.

Accepted by:

Name

Date

Company

Exhibit 2

3ND
FIC
SLAB
IWB 8 (NEW)
SEMI-PRIMARY
FRAMING

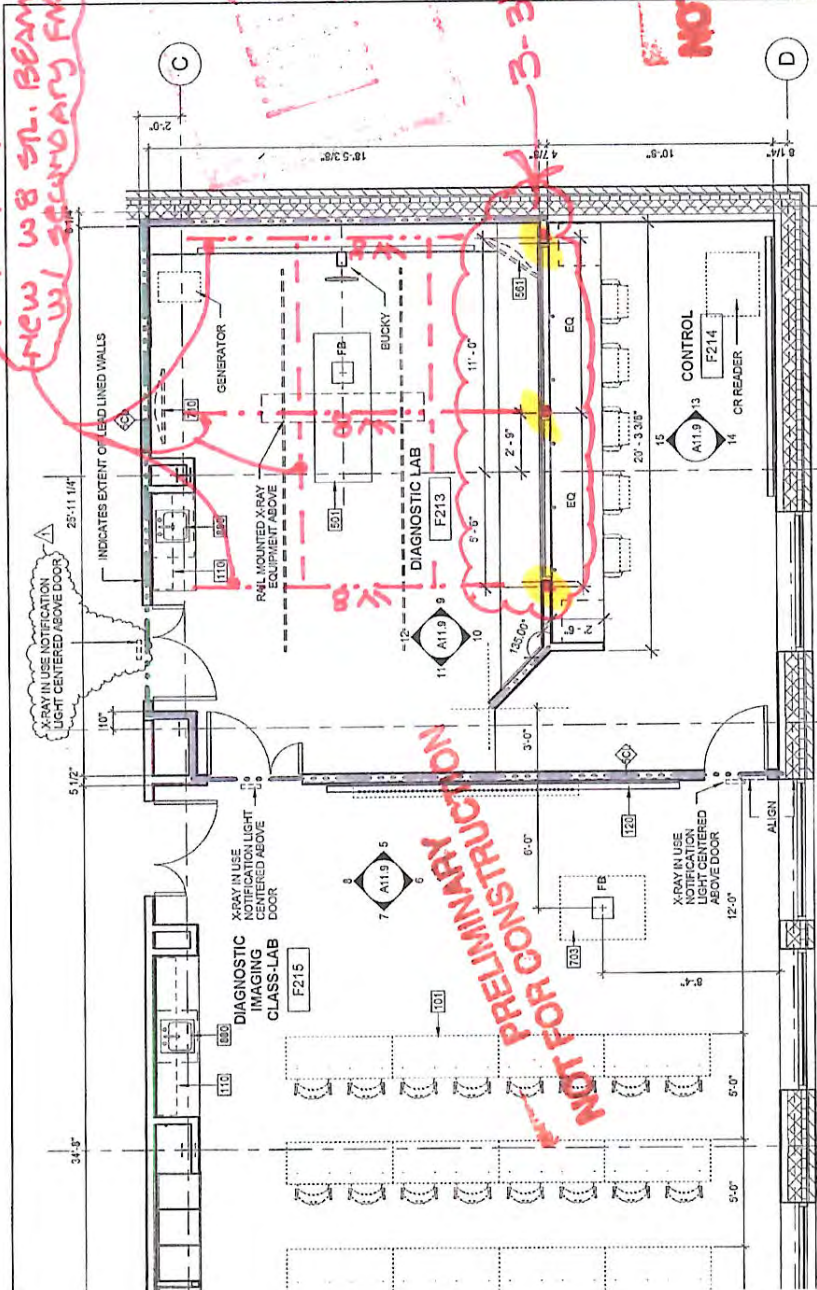
SMUT. ASSEMBLY
BY X-RAY EQUIP. V.MOR.

NEW W8 SH. BEAMS ABOVE
W/1 SECONDARY FRAMING PD W/1

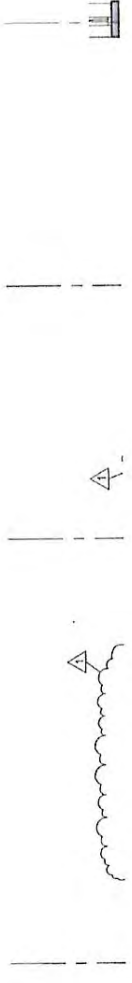
3-3'x3" STEEL POSTS

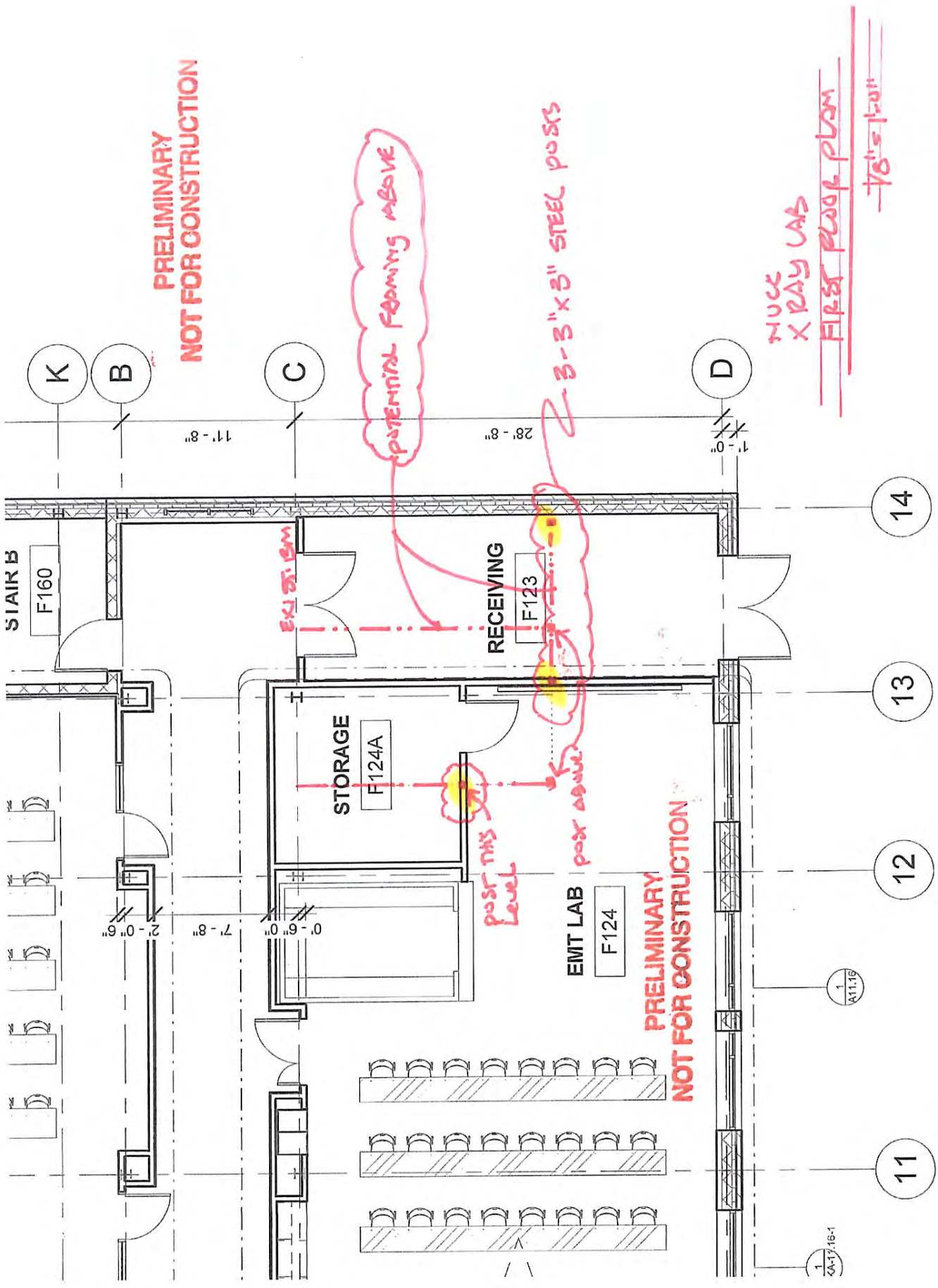
PRELIMINARY
NOT FOR CONSTRUCTION

NUCC
X1224Y LAB
2ND FLOOR PLAN
1/8" = 1'-0"
REV. 9 MARCH 16
10 FEB 2016



11 12 13 14





**PRELIMINARY
NOT FOR CONSTRUCTION**

POTENTIAL FORMING ABOVE

3-3" X 3" STEEL POSTS

MUCE
X RAY LAB
FIRST FLOOR PLAN

7/8" x 12"

in case trail

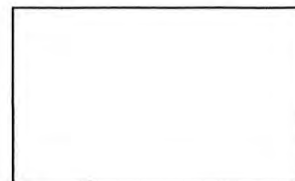
**PRELIMINARY
NOT FOR CONSTRUCTION**

1/8" = 1'-0"

1/8" = 1'-0"

STATE OF CONNECTICUT

STATEMENT OF QUALIFICATIONS



THIS FORM WILL BE USED AS AN AID IN ASSESSING QUALIFICATIONS. ATTACH ADDITIONAL SHEETS IF NECESSARY.

COMPANY NAME: _____

& _____

ADDRESS: _____

NUMBER OF YEARS COMPANY HAS BEEN ENGAGED IN BUSINESS UNDER THIS NAME: _____ YEARS

LIST OTHER NAMES YOUR COMPANY DOES BUSINESS AS: _____

LIST PREVIOUS COMPANY NAME (S): _____

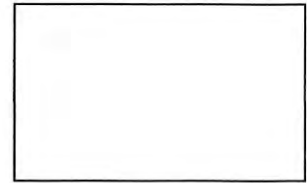
IF APPLICABLE, LIST ANY CONTRACT AWARDS TO YOUR COMPANY BY THE STATE OF CONNECTICUT WITHIN THE LAST THREE (3) YEARS **THAT YOU ACTUALLY PERFORMED SERVICE AGAINST.** INDICATE WHICH STATE AGENCY, AND PROVIDE CONTRACT NUMBER AND NAME, AND THE NAME AND TELEPHONE NUMBER OF THE PURCHASING AGENT ADMINISTERING THE CONTRACT.

<u>CONTRACT NO.</u>	<u>CONTRACT NAME</u>	<u>STATE AGENCY</u>	<u>PURCHASING AGENT</u>	<u>TEL. NO.</u>
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

IF APPLICABLE, LIST ANY OTHER CONTRACT AWARDS TO YOUR COMPANY BY THE STATE OF CONNECTICUT WITHIN THE LAST THREE (3) YEARS **THAT YOUR COMPANY DID NOT PERFORM ANY SERVICE AGAINST.** INDICATE WHICH STATE AGENCY, AND PROVIDE CONTRACT NUMBER AND NAME, AND THE NAME AND TELEPHONE NUMBER OF THE PURCHASING AGENT ADMINISTERING THE CONTRACT.

<u>CONTRACT NO.</u>	<u>CONTRACT NAME</u>	<u>STATE AGENCY</u>	<u>PURCHASING AGENT</u>	<u>TEL. NO.</u>
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

STATE OF CONNECTICUT
STATEMENT OF QUALIFICATIONS



COMPANY NAME: _____

REFERENCES:

LIST AT LEAST THREE COMPLETED PROJECTS SIMILAR IN NATURE TO THIS SOLICITATION WHICH DEMONSTRATES YOUR COMPANY'S ABILITY TO PERFORM THE REQUIRED SERVICES.

	<u>COMPANY NAME AND ADDRESS</u>	<u>CONTACT PERSON NAME AND TELEPHONE NO.:</u>	<u>DOLLAR VALUE:</u>
1.	_____	_____	_____
	_____	_____	

DETAILED CONTRACT/PROJECT DESCRIPTION: _____

(Attach additional sheets if necessary)

	<u>COMPANY NAME AND ADDRESS</u>	<u>CONTACT PERSON NAME AND TELEPHONE NO.:</u>	<u>DOLLAR VALUE:</u>
2.	_____	_____	_____
	_____	_____	

DETAILED CONTRACT/PROJECT DESCRIPTION: _____

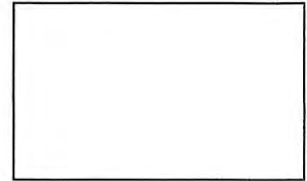
(Attach additional sheets if necessary)

	<u>COMPANY NAME AND ADDRESS</u>	<u>CONTACT PERSON NAME AND TELEPHONE NO.:</u>	<u>DOLLAR VALUE:</u>
3.	_____	_____	_____
	_____	_____	

DETAILED CONTRACT/PROJECT DESCRIPTION: _____

(Attach additional sheets if necessary)

STATE OF CONNECTICUT
STATEMENT OF QUALIFICATIONS



COMPANY NAME: _____

COMPANY VALUE: EQUIPMENT ASSETS: _____ TOTAL ASSETS: _____

LIST OF EQUIPMENT TO BE USED FOR THIS SERVICE, IF APPLICABLE (Attached additional sheets if necessary):
(I.e. MODEL, YEAR & MANUFACTURER AND/OR AS SPECIFIED IN SOLICITATION DOCUMENTS, IF APPLICABLE).

LIST ANY RELEVANT CERTIFICATIONS, LICENSES, REGISTRATIONS, ETC. WHICH QUALIFIES YOUR COMPANY TO MEET THE REQUIREMENTS OF THIS SOLICITATION, IF APPLICABLE.



STATE OF CONNECTICUT
NONDISCRIMINATION CERTIFICATION — New Resolution
By Entity
For Contracts Valued at \$50,000 or More

Documentation in the form of a corporate, company, or partnership policy adopted by resolution of the board of directors, shareholders, managers, members or other governing body of a contractor 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

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. Submit to the awarding State agency prior to contract execution.

CERTIFICATION OF RESOLUTION:

I, _____, _____, of _____,
Authorized Signatory Title Name of Entity

an entity duly formed and existing under the laws of _____,
Name of State or Commonwealth

certify that the following is a true and correct copy of a resolution adopted on the ____ day of _____, 20____ by the governing body of _____,
Name of Entity

in accordance with all of its documents of governance and management and the laws of _____, and further certify that such resolution has not been modified
Name of State or Commonwealth

or revoked, and is in full force and effect.

RESOLVED: That the policies of _____ comply with the
Name of Entity
nondiscrimination agreements and warranties of Connecticut General Statutes
§§ 4a-60(a)(1) and 4a-60a(a)(1), as amended.

The undersigned has executed this certificate this ____ day of _____, 20____.

Authorized Signatory

Date

Printed Name

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.

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)

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 I - Bidder Information

Company Name Street Address City & State Chief Executive	Bidder Federal Employer Identification Number _____ Or Social Security Number _____
Major Business Activity (brief description)	Bidder Identification (response optional/definitions on page 1) -Bidder is a small contractor. Yes ___ No ___ -Bidder is a minority business enterprise Yes ___ No ___ (If yes, check ownership category) Black ___ Hispanic ___ Asian American ___ American Indian/Alaskan Native ___ Iberian Peninsula ___ Individual(s) with a Physical Disability ___ Female ___
Bidder Parent Company (If any)	- Bidder is certified as above by State of CT Yes ___ No ___
Other Locations in Ct. (If any)	

PART II - Bidder Nondiscrimination Policies and Procedures

1. Does your company have a written Affirmative Action/Equal Employment Opportunity statement posted on company bulletin boards? Yes ___ No ___	7. Do all of your company contracts and purchase orders contain non-discrimination statements as required by Sections 4a-60 & 4a-60a Conn. Gen. Stat.? Yes ___ No ___
2. Does your company have the state-mandated sexual harassment prevention in the workplace policy posted on company bulletin boards? Yes ___ No ___	8. Do you, upon request, provide reasonable accommodation to employees, or applicants for employment, who have physical or mental disability? Yes ___ No ___
3. Do you notify all recruitment sources in writing of your company's Affirmative Action/Equal Employment Opportunity employment policy? Yes ___ No ___	9. Does your company have a mandatory retirement age for all employees? Yes ___ No ___
4. Do your company advertisements contain a written statement that you are an Affirmative Action/Equal Opportunity Employer? Yes ___ No ___	10. If your company has 50 or more employees, have you provided at least two (2) hours of sexual harassment training to all of your supervisors? Yes ___ No ___ NA ___
5. Do you notify the Ct. State Employment Service of all employment openings with your company? Yes ___ No ___	11. If your company has apprenticeship programs, do they meet the Affirmative Action/Equal Employment Opportunity requirements of the apprenticeship standards of the Ct. Dept. of Labor? Yes ___ No ___ NA ___
6. Does your company have a collective bargaining agreement with workers? Yes ___ No ___ 6a. If yes, do the collective bargaining agreements contain non-discrimination clauses covering all workers? Yes ___ No ___ 6b. Have you notified each union in writing of your commitments under the nondiscrimination requirements of contracts with the state of Ct? Yes ___ No ___	12. Does your company have a written affirmative action Plan? Yes ___ No ___ If no, please explain. 13. Is there a person in your company who is responsible for equal employment opportunity? Yes ___ No ___ If yes, give name and phone number. _____

Part III - Bidder Subcontracting Practices

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

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

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

PART IV - Bidder Employment Information

Date:

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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Notice to Executive Branch State Contractors and Prospective State Contractors of Campaign Contribution and Solicitation Limitations

Acknowledgement of Receipt of Explanation of Prohibitions for Incorporation in Contracting and Bidding Documents

This notice is provided under the authority of Connecticut General Statutes §9-612(g)(2), as amended by P.A. 10-1, and is for the purpose of informing state contractors and prospective state contractors of the following law (italicized words are defined on the reverse side of this page).

CAMPAIGN CONTRIBUTION AND SOLICITATION LIMITATIONS

No *state contractor, prospective state contractor, principal of a state contractor or principal of a prospective state contractor*, with regard to a *state contract or state contract solicitation* with or from a state agency in the executive branch or a quasi-public agency or a holder, or principal of a holder of a valid prequalification certificate, shall make a contribution to (i) an exploratory committee or candidate committee established by a candidate for nomination or election to the office of Governor, Lieutenant Governor, Attorney General, State Comptroller, Secretary of the State or State Treasurer, (ii) a political committee authorized to make contributions or expenditures to or for the benefit of such candidates, or (iii) a party committee (which includes town committees).

In addition, no holder or principal of a holder of a valid prequalification certificate, shall make a contribution to (i) an exploratory committee or candidate committee established by a candidate for nomination or election to the office of State senator or State representative, (ii) a political committee authorized to make contributions or expenditures to or for the benefit of such candidates, or (iii) a party committee.

On and after January 1, 2011, no state contractor, prospective state contractor, principal of a state contractor or principal of a prospective state contractor, with regard to a state contract or state contract solicitation with or from a state agency in the executive branch or a quasi-public agency or a holder, or principal of a holder of a valid prequalification certificate, shall **knowingly solicit** contributions from the state contractor's or prospective state contractor's employees or from a *subcontractor or principals of the subcontractor* on behalf of (i) an exploratory committee or candidate committee established by a candidate for nomination or election to the office of Governor, Lieutenant Governor, Attorney General, State Comptroller, Secretary of the State or State Treasurer, (ii) a political committee authorized to make contributions or expenditures to or for the benefit of such candidates, or (iii) a party committee.

DUTY TO INFORM

State contractors and prospective state contractors are required to inform their principals of the above prohibitions, as applicable, and the possible penalties and other consequences of any violation thereof.

PENALTIES FOR VIOLATIONS

Contributions or solicitations of contributions made in violation of the above prohibitions may result in the following civil and criminal penalties:

Civil penalties—Up to \$2,000 or twice the amount of the prohibited contribution, whichever is greater, against a principal or a contractor. Any state contractor or prospective state contractor which fails to make reasonable efforts to comply with the provisions requiring notice to its principals of these prohibitions and the possible consequences of their violations may also be subject to civil penalties of up to \$2,000 or twice the amount of the prohibited contributions made by their principals.

Criminal penalties—Any knowing and willful violation of the prohibition is a Class D felony, which may subject the violator to imprisonment of not more than 5 years, or not more than \$5,000 in fines, or both.

CONTRACT CONSEQUENCES

In the case of a state contractor, contributions made or solicited in violation of the above prohibitions may result in the contract being voided.

In the case of a prospective state contractor, contributions made or solicited in violation of the above prohibitions shall result in the contract described in the state contract solicitation not being awarded to the prospective state contractor, unless the State Elections Enforcement Commission determines that mitigating circumstances exist concerning such violation.

The State shall not award any other state contract to anyone found in violation of the above prohibitions for a period of one year after the election for which such contribution is made or solicited, unless the State Elections Enforcement Commission determines that mitigating circumstances exist concerning such violation.

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DEFINITIONS

"State contractor" means a person, business entity or nonprofit organization that enters into a state contract. Such person, business entity or nonprofit organization shall be deemed to be a state contractor until December thirty-first of the year in which such contract terminates. "State contractor" does not include a municipality or any other political subdivision of the state, including any entities or associations duly created by the municipality or political subdivision exclusively amongst themselves to further any purpose authorized by statute or charter, or an employee in the executive or legislative branch of state government or a quasi-public agency, whether in the classified or unclassified service and full or part-time, and only in such person's capacity as a state or quasi-public agency employee.

"Prospective state contractor" means a person, business entity or nonprofit organization that (i) submits a response to a state contract solicitation by the state, a state agency or a quasi-public agency, or a proposal in response to a request for proposals by the state, a state agency or a quasi-public agency, until the contract has been entered into, or (ii) holds a valid prequalification certificate issued by the Commissioner of Administrative Services under section 4a-100. "Prospective state contractor" does not include a municipality or any other political subdivision of the state, including any entities or associations duly created by the municipality or political subdivision exclusively amongst themselves to further any purpose authorized by statute or charter, or an employee in the executive or legislative branch of state government or a quasi-public agency, whether in the classified or unclassified service and full or part-time, and only in such person's capacity as a state or quasi-public agency employee.

"Principal of a state contractor or prospective state contractor" means (i) any individual who is a member of the board of directors of, or has an ownership interest of five per cent or more in, a state contractor or prospective state contractor, which is a business entity, except for an individual who is a member of the board of directors of a nonprofit organization, (ii) an individual who is employed by a state contractor or prospective state contractor, which is a business entity, as president, treasurer or executive vice president, (iii) an individual who is the chief executive officer of a state contractor or prospective state contractor, which is not a business entity, or if a state contractor or prospective state contractor has no such officer, then the officer who duly possesses comparable powers and duties, (iv) an officer or an employee of any state contractor or prospective state contractor who has *managerial or discretionary responsibilities with respect to a state contract*, (v) the spouse or a *dependent child* who is eighteen years of age or older of an individual described in this subparagraph, or (vi) a political committee established or controlled by an individual described in this subparagraph or the business entity or nonprofit organization that is the state contractor or prospective state contractor.

"State contract" means an agreement or contract with the state or any state agency or any quasi-public agency, let through a procurement process or otherwise, having a value of fifty thousand dollars or more, or a combination or series of such agreements or contracts having a value of one hundred thousand dollars or more in a calendar year, for (i) the rendition of services, (ii) the furnishing of any goods, material, supplies, equipment or any items of any kind, (iii) the construction, alteration or repair of any public building or public work, (iv) the acquisition, sale or lease of any land or building, (v) a licensing arrangement, or (vi) a grant, loan or loan guarantee. "State contract" does not include any agreement or contract with the state, any state agency or any quasi-public agency that is exclusively federally funded, an education loan, a loan to an individual for other than commercial purposes or any agreement or contract between the state or any state agency and the United States Department of the Navy or the United States Department of Defense.

"State contract solicitation" means a request by a state agency or quasi-public agency, in whatever form issued, including, but not limited to, an invitation to bid, request for proposals, request for information or request for quotes, inviting bids, quotes or other types of submittals, through a competitive procurement process or another process authorized by law waiving competitive procurement.

"Managerial or discretionary responsibilities with respect to a state contract" means having direct, extensive and substantive responsibilities with respect to the negotiation of the state contract and not peripheral, clerical or ministerial responsibilities.

"Dependent child" means a child residing in an individual's household who may legally be claimed as a dependent on the federal income tax of such individual.

"Solicit" means (A) requesting that a contribution be made, (B) participating in any fund-raising activities for a candidate committee, exploratory committee, political committee or party committee, including, but not limited to, forwarding tickets to potential contributors, receiving contributions for transmission to any such committee or bundling contributions, (C) serving as chairperson, treasurer or deputy treasurer of any such committee, or (D) establishing a political committee for the sole purpose of soliciting or receiving contributions for any committee. Solicit does not include: (i) making a contribution that is otherwise permitted by Chapter 155 of the Connecticut General Statutes; (ii) informing any person of a position taken by a candidate for public office or a public official, (iii) notifying the person of any activities of, or contact information for, any candidate for public office; or (iv) serving as a member in any party committee or as an officer of such committee that is not otherwise prohibited in this section.

"Subcontractor" means any person, business entity or nonprofit organization that contracts to perform part or all of the obligations of a state contractor's state contract. Such person, business entity or nonprofit organization shall be deemed to be a subcontractor until December thirty first of the year in which the subcontract terminates. "Subcontractor" does not include (i) a municipality or any other political subdivision of the state, including any entities or associations duly created by the municipality or political subdivision exclusively amongst themselves to further any purpose authorized by statute or charter, or (ii) an employee in the executive or legislative branch of state government or a quasi-public agency, whether in the classified or unclassified service and full or part-time, and only in such person's capacity as a state or quasi-public agency employee.

"Principal of a subcontractor" means (i) any individual who is a member of the board of directors of, or has an ownership interest of five per cent or more in, a subcontractor, which is a business entity, except for an individual who is a member of the board of directors of a nonprofit organization, (ii) an individual who is employed by a subcontractor, which is a business entity, as president, treasurer or executive vice president, (iii) an individual who is the chief executive officer of a subcontractor, which is not a business entity, or if a subcontractor has no such officer, then the officer who duly possesses comparable powers and duties, (iv) an officer or an employee of any subcontractor who has managerial or discretionary responsibilities with respect to a subcontract with a state contractor, (v) the spouse or a dependent child who is eighteen years of age or older of an individual described in this subparagraph, or (vi) a political committee established or controlled by an individual described in this subparagraph or the business entity or nonprofit organization that is the subcontractor.

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ACKNOWLEDGEMENT OF RECEIPT

SIGNATURE

DATE (mm/dd/yyyy)

NAME OF SIGNER

First Name

MI

Last Name

Suffix

TITLE

COMPANY NAME

Additional information may be found on the website of the State Elections Enforcement Commission,
www.ct.gov/seec
Click on the link to "Lobbyist/Contractor Limitations"

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