

TOWN OF VERNON
CONTRACTOR'S CHECK LIST

PROJECT: REPAIR AND RESURFACING OF BRIDGE NO. 05240
KELLY ROAD OVER THE HOCKNAUM RIVER

The following forms are required for submittal for the above referenced bid and shall be submitted with the bid proposal pages by the time and date specified. This checklist is provided for the Bidder's use and shall not be required for submittal.

The following forms shall be submitted in duplicate.

FORM DESCRIPTION

1. BID PROPOSAL PAGES
2. BID BOND
3. CERTIFICATE AS TO CORPORATE PRINCIPAL
4. FORM OF SURETY GUARANTY
5. NON-COLLUSION AFFIDAVIT OF PRIME BIDDER/PROPOSER
6. AFFIRMATIVE ACTION PROGRAM CERTIFICATION
7. STATEMENT OF BIDDER'S QUALIFICATIONS
8. CHRO – BIDDER CONTRACT COMPLIANCE MONITORING REPORT
9. CONTRACTOR'S WAGE CERTIFICATION FORM

BID

TOWN OF VERNON, CONNECTICUT

**REPAIR AND RESURFACING OF BRIDGE NO. 05240
KELLY ROAD OVER THE HOCKNAUM RIVER**

Bid Submitted by:

Company Name	
Street Address	
City, State and Zip Code	
Contact	
()	()
Telephone #	Fax #

Mr. Michael Purcaro
Town Administrator
14 Park Place
Vernon, Connecticut 06066

Dear Mr. Percaro:

The undersigned, having familiarized themselves with the existing conditions of the Project area affecting the cost of the work and with the Contract Documents (which includes Advertisement For Bids, Bid Form, Bid Bond, Instructions to Bidders, Non-Collusion Affidavit, Addenda, General Conditions, Special Conditions, Technical Specifications, Drawings as listed in the Schedule of Drawings and form of Surety Bond or Bonds as prepared by the Town of Vernon and on file at the Mayor's Office, Town Hall, 14 Park Place, Connecticut 06066, hereby proposes to furnish all machinery, tools, appurtenances, equipment and services, including utility and transportation services required to construct and complete the work, all in accordance with the above listed Documents and submits, herewith, in conformity with the Project Manual and subsequent addenda, the following bid:

BID FORM

BASE BID

(Show amount in both words and figures. In case of discrepancy, the amount shown in words will govern.)

ITEM	ITEM AND UNIT PRICE	Unit	Engineer's Estimate of Quantity	Computed Total
0406172	HMA S0.375 at the per Ton Price of	Ton	67	\$ _____
	_____ Dollars			
	and _____ Cents (\$ _____)			
0406173	HMA S0.25 at the per Ton Price of	Ton	47	\$ _____
	_____ Dollars			
	and _____ Cents (\$ _____)			
0406236	MATERIAL FOR TACK COAT at the per Gallon Price of	Gal	6	\$ _____
	_____ Dollars			
	and _____ Cents (\$ _____)			
0406310A	CLEAN AND RESEAL EXISTING FILLED BRIDGE JOINTS at the per Lineal Foot Price of	LF	73	\$ _____
	_____ Dollars			
	and _____ Cents (\$ _____)			
0409001	FINE MILLING OF BITUMINOUS CONCRETE (0 TO 4 INCHES) at the per Square Yard Price of	SY	80	\$ _____
	_____ Dollars			
	and _____ Cents (\$ _____)			

BID FORM

BASE BID

(Show amount in both words and figures. In case of discrepancy, the amount shown in words will govern.)

ITEM	ITEM AND UNIT PRICE	Unit	Engineer's Estimate of Quantity	Computed Total
0520036A	ASPHALTIC PLUG EXPANSION JOINT SYSTEM at the per Cubic Foot Price of _____ Dollars and _____ Cents (\$)	CF	66	\$ _____
0601270A	FULL DEPTH PATCH (HIGH EARLY STRENGTH CONCRETE) at the per Cubic Yard Price of _____ Dollars and _____ Cents (\$)	CY	1	\$ _____
0601318A	PARTIAL DEPTH PATCH at the per Cubic Foot Price of _____ Dollars and _____ Cents (\$)	CF	18	\$ _____
0601509A	REMOVE CONCRETE HEADERS at the per Lineal Foot Price of _____ Dollars and _____ Cents (\$)	LF	120	\$ _____
0601744.60	CLASS PCC04460 at the per Cubic Yard Price of _____ Dollars and _____ Cents (\$)	CY	1	\$ _____

BID FORM

BASE BID

(Show amount in both words and figures. In case of discrepancy, the amount shown in words will govern.)

ITEM	ITEM AND UNIT PRICE	Unit	Engineer's Estimate of Quantity	Computed Total
0602030	DEFORMED STEEL BARS - GALVANIZED at the per Pound Price of _____ Dollars and _____ Cents (\$)	LB	55	\$ _____
0602980A	CLEAN AND COAT EXPOSED REINFORCING STEEL at the per Lineal Foot Price of _____ Dollars and _____ Cents (\$)	LF	5	\$ _____
0707009A	MEMBRANE WATERPROOFING (COLD LIQUID ELASTOMERIC) at the per Square Yard Price of _____ Dollars and _____ Cents (\$)	SY	680	\$ _____
0819002A	PENETRATING SEALER PROTECTIVE COMPOUND at the per Square Yard Price of _____ Dollars and _____ Cents (\$)	SY	313	\$ _____
0904103A	REPAIR METAL BRIDGE RAIL at the per Lump Sum Price of _____ Dollars and _____ Cents (\$)	LS	1	\$ _____

BID FORM

BASE BID

(Show amount in both words and figures. In case of discrepancy, the amount shown in words will govern.)

ITEM	ITEM AND UNIT PRICE	Unit	Engineer's Estimate of Quantity	Computed Total
0912517A	REPAIR METAL BEAM RAIL at the per Linear Feet Price of _____ Dollars and _____ Cents (\$)	LF	127	\$ _____
0921002A	CONCRETE SIDEWALK - 8" THICK at the per Square Foot Price of _____ Dollars and _____ Cents (\$)	SF	285	\$ _____
0952001	SELECTIVE CLEARING AND THINNING at the per Lump Sum Price of _____ Dollars and _____ Cents (\$)	LS	1	\$ _____
0970006	TRAFFICPERSON (MUNICIPAL POLICE OFFICER) at the per Estimate Price of Six Thousand _____ Dollars and Zero _____ Cents (\$6,000.00)	EST	1	\$ <u>6,000.00</u>
0970007	TRAFFICPERSON (UNIFORMED FLAGGER) at the Per Hour Price of _____ Dollars and _____ Cents (\$)	HR	XX	\$ _____

BID FORM

BASE BID

(Show amount in both words and figures. In case of discrepancy, the amount shown in words will govern.)

ITEM	ITEM AND UNIT PRICE	Unit	Engineer's Estimate of Quantity	Computed Total
0971001A	MAINTENANCE & PROTECTION OF TRAFFIC at the Lump Sum Price of	LS	1	\$ _____
	_____ Dollars and _____ Cents (\$ _____)			
0974000A	REMOVAL OF EXISTING MASONRY at the per Cubic Foot Price of	CF	7	\$ _____
	_____ Dollars and _____ Cents (\$ _____)			
0975004	MOBILIZATION AND PROJECT CLOSEOUT at the Lump Sum Price of	LS	1	\$ _____
	_____ Dollars and _____ Cents (\$ _____)			
1210101	4" WHITE EPOXY RESIN PAVEMENT MARKINGS at the per Lineal Foot Price of	LF	213	\$ _____
	_____ Dollars and _____ Cents (\$ _____)			
1210102	4" YELLOW EPOXY RESIN PAVEMENT MARKINGS at the per Lineal Foot Price of	LF	268	\$ _____
	_____ Dollars and _____ Cents (\$ _____)			
TOTAL CONTRACT BASE BID PRICE				\$ _____

It is understood and agreed that the written Unit Prices bid for the quantities of work in the various items of work shall control the Contract award and that the quantities noted are approximate (estimated only for use in comparing bids); and that the sum obtained by multiplying the Unit Prices by the estimated quantities and, also, the total of these sums are inserted for the purpose of checking this Bid and for the convenience of the Bidder.

The Unit Prices are to be paid for the actual quantities of the several classes of work in the completed work or structures.

Notice to Bidders:

The Bidder's attention is called to Section 9 of the "Instructions to Bidders" regarding the significance of the as-bid unit prices for this Project.

The Bidder understands, by signing this Bid that the Town of Vernon shall REJECT any bid that has unit prices, which are, in the opinion of the Purchasing Agent, obviously unbalanced. The Bidder is required to calculate the value of the various bid items on the basis of reasonable labor, material, equipment, pro rata profit and pro rata overhead costs to perform the work described in the Contract Documents.

In submitting this Bid, the Bidder understands that the Town of Vernon reserves the right to reject any and all bids, or to waive any informality in the submitted bid documents. The Bidder also understands that the Town of Vernon reserves the right to accept any, all, or none of the Alternates, which may be listed above and may accept Alternates in any order at the Town's sole discretion. The Bidder agrees to perform the work of each accepted Alternate for the sum quoted for each and to include such accepted Alternates in the Contract for construction.

If written notice of the acceptance of this Bid and any or all of the Alternates is mailed, telegraphed or otherwise delivered to the undersigned within ninety (90) days after the opening of the Bid, or at any time thereafter before the Bid is withdrawn, the undersigned agrees to execute and deliver any Contract in the prescribed form and furnish the required bonds within ten (10) days after the Contract is presented to them for signature.

Bid Bond:

The undersigned herewith submits security equal to five percent (5%) of the Base Bid, the sum of:

_____ Dollars and No Cents

(\$_____)

This security shall be the sole and exclusive property of the Town of Vernon as liquidated damages to the Town, if the undersigned fails to execute a Contract in conformity with the accompanying forms, after due date notification therefore in the Contract Documents.

Other Conditions:

Attached hereto is an affidavit in proof that the undersigned has not colluded with any person with respect to this Bid, or any other bid, or in the submitting of this Bid.

The Bidder is enclosing a statement of their qualifications and is prepared to submit a financial statement upon request.

The acceptance of subcontractors shall rest with the Town and their decision shall be final.

Addenda:

The bidder hereby acknowledges receipt of the following Addenda. (Include signed copies of addenda with bid submittal)

Addendum Number	Date Received	Signature

Bidder's Official Name and Address:		
Company Name: _____		
Street Address _____		
City, State and Zip Code: _____		
Contact: _____		
Signature _____	Title _____	Date _____

BID BOND

KNOW ALL MEN BY THESE PRESENTS, THAT, we the undersigned,

_____ (Name of Principal)

as PRINCIPAL, and _____

as SURETY are held and firmly bound unto the Town of Vernon hereinafter called the "Town",

in the penal sum of _____ Dollars (\$_____)

lawful money of the Untied States, for the payment of which sum well and truly to be made, we bind ourselves, our heirs, executors, administrators, successors and assigns, jointly and severally, firmly by these presents.

THE CONDITIONS OF THE OBLIGATIONS IS SUCH THAT whereas the Principal has submitted the accompanying bid dated _____, 20__ for REPAIR AND RESURFACING OF BRIDGE NO. 05240 KELLY ROAD BRIDGE OVER HOCKANUM RIVER.

NOW THEREFORE, if the Principal shall not withdraw said bid within the period specified therein after the opening of same or if no period be specified within 180 days after the said opening and shall within the period specified therefore, or, if no period be specified within 10 days after the prescribed forms are presented to him for signature, enter into a written Contract with the Town of Vernon accordance with the bid as accepted and give bond with good and sufficient surety or sureties, as may be required for the faithful performance and proper fulfillment of such contract, or in the event of the withdrawal of said bid within the period specified, or the failure to enter into such Contract and give such bond within the time specified, if the Principal shall pay the Town of Vernon the difference between the amount specified in said Bid and the amount for which the Town of Vernon may procure the required work or supplies or both, if the latter amount be in excess of the former, than the above obligations shall be void and of no effect, otherwise to remain in full force and effect.

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

*** For Sole Proprietor**

(Seal)

In Presence of:

(Witness Signature)

(Individual Principal)

(Witness Signature)

(Business Address)

For Partnership:

In Presence of: _____ (Seal)

(Witness Signature)

(Partnership)

By: _____

(Witness Signature)

(Business Address)

For Corporation:

Attest:

(Corporate Principal)

(Business Address)

(Affix
Corporate
Seal)

By: _____

Attest:

(Corporate Surety)

(Business Address)

(Affix
Corporate
Seal)

Countersigned:

By: _____

By: _____

Attorney-in-Fact, State of _____

CERTIFICATE AS TO CORPORATE PRINCIPAL

I, _____, certify that I am the Secretary of the Corporation named as Principal in the within bond, that _____ who signed the said bond on behalf of the Principal was then _____ of said Corporation; that I know the signature and the signature thereto is genuine and that said bond was duly signed, sealed and attested to for and in behalf of said Corporation by authority of the governing body.

(Title)

(Corporate
Seal)

(The Surety Company must append statement of their financial condition and a copy of the resolution authorizing the execution of bonds by officers of the company and the power-of-attorney of the surety company's attorney-in-fact, authorized to act within the State of Connecticut).

FORM OF SURETY GUARANTY

(To accompany Bid)

KNOW ALL MEN BY THESE PRESENTS, that for and in consideration of the sum of \$1.00, lawful money of the United States, the receipt whereof is hereby acknowledged, paid the undersigned corporation and for other valuable consideration, the

(Name of Surety Company)

a corporation organized and existing under the laws of the State of _____ and licensed to do business in the State of Connecticut, certified and agrees, that if Contract REPAIR AND RESURFACING OF BRIDGE NO. 05240 KELLY ROAD BRIDGE OVER HOCKANUM RIVER is awarded to

_____, the undersigned Corporation will execute the
(Name of Bidder)

bond or bonds as required by the Contract Documents and will become Surety in the full amount of the Contract Price for the faithful performance of the Contract and for payment of all persons supplying labor or furnishing materials in connection thencewith.

(Surety)

(To be accompanied by the usual proof of authority of officers of surety company to execute the same).

TOWN OF VERNON, CONNECTICUT

NON-COLLUSION AFFIDAVIT OF PRIME BIDDER/PROPOSER

(Including notification of outstanding financial and other obligations to the Town of Vernon

State of _____)
County of _____) ss:

_____, being first duly sworn, deposes and says that:

1. He/She is (owner, partner, officer, representative or agent) of _____ the Bidder/Proposer that has submitted the attached Bid/Proposal;
(Bidder/Proposer Name)
2. He/She is fully informed respecting the preparation and contents of the attached Bid/Proposal and of all pertinent circumstances respecting such Bid/Proposal;
3. Such Bid/Proposal is genuine and is not a Collusive or Sham Bid/Proposal;
4. Neither the said Bidder/Proposer, nor any of its officers, partners, owners, agents, representatives, employees, or parties in interest, including this affiant, has in any way colluded, conspired, connived or agreed, directly or indirectly with any other bidder/proposer, firm or person to submit a collusive or sham Bid/Proposal in connection with the Contract for which the attached Bid/Proposal has Vernon submitted or to refrain from bidding/proposing in connection with such Contract, or has in any manner, directly or indirectly, sought by agreement or collusion or communication or conference with any other bidder/proposer, firm or person to fix the price or prices in the attached Bid/Proposal of any other bidder, or to fix any overhead, profit or cost element of the bid/proposal prices or the Bid/Proposal price of any other bidder/proposer, or to secure through any collusion, conspiracy, connivance or unlawful agreement any advantage against the Town of Vernon or any person interested in the proposed Contract;
5. The price or prices quoted in the attached Bid/Proposal are fair and proper and are not tainted by any collusion, conspiracy, connivance, or unlawful agreement on the part of the Bidder/Proposer or any of its agents, representatives, owners, employees or parties in interest, including this affiant; and
6. That no officer or employee or person whose salary is payable in whole or in part from the Town Treasury is directly or indirectly interested in the Bid/Proposal, or in the supplies, materials, equipment, work or labor to which it relates, or in any of the profits thereof.

7. **Check one:**

_____ That neither this Bidder/Proposer, nor any owner, partner, officer, representative, agent or affiliate of this Bidder/Proposer, has outstanding financial or other obligations to the Town of Vernon nor are they a party to any entity which has any such obligations.

_____ There are such outstanding obligations. (List all obligations on a separate sheet, indicate the nature of the obligation and the parties involved.)

8. That neither this Bidder/Proposer nor any owner, partner, officer, representative, agent or affiliate of this Bidder/Proposer, has failed to file a list of taxable personal property with the Town of Vernon as required by State law.

9. **Listing of owners, partners, officers, representatives, agents and/or affiliates**

Name	Title	Affiliated Company (if none, state NONE)
1.		
2.		
3.		
4.		
5.		
6.		
7.		

(Use additional sheet if necessary - must be on company letterhead and notarized)

(Signed) _____

(Title) _____

Subscribed and sworn to before me this _____ day of _____, 20_____.

_____ Title _____

My Commission Expires: _____

NOTE: THIS FORM MUST BE NOTARIZED

TO BE COMPLETED BY ORIGINATING DEPARTMENT

BID/PROPOSAL/AGREEMENT TITLE:	
DEPARTMENT:	
RETURN FORM TO:	
ADDRESS:	
ADDRESS:	

AFFIRMATIVE ACTION PROGRAM CERTIFICATION

CITY/TOWN OF: _____

FIRM NAME: _____

ADDRESS: _____

DESCRIPTION OF PROJECT: _____

BID AMOUNT: \$ _____

DATE: _____

I (Name of Person) _____ of

the (Name of Firm) _____

intend to honor our Affirmative Action Program on file with the Connecticut Department of Transportation, Office of Contract Compliance. I further certify that our Affirmative Action Program is current and that the last approval was on _____, 20__ and it expires on _____, 20__.

SIGNED BY: _____

TITLE: _____

EEO OFFICER

STATEMENT OF BIDDER'S QUALIFICATIONS

(To be submitted by the Bidder with the Bid)

All questions must be answered and the data given must be clear and comprehensive. This statement must be notarized. If necessary, questions may be answered on separate attached sheets. The Bidder may submit any additional information they desire.

1. Name of Bidder: _____
2. Bidder's Tax Identification Number: _____
3. Permanent Main Office Address: _____
4. When Organized: _____
5. If a Corporation, where incorporated: _____ Date of Incorporation: _____
6. If other than a Corporation or Partnership, describe Organization and name Principals:

7. Number of years engaged in construction under present firm or trade name: _____ Number of years as General Contractor: _____

8. Contracts on hand:

<u>Project Name</u>	<u>Owner</u>	<u>Arch/Engr.</u>	<u>Contract Amount</u>	<u>Contract Date</u>	<u>Percent Complete</u>	<u>Scheduled Completion</u>
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____

9. General character of work performed by your firm:

10. Percent of work normally performed with your own forces:

<u>Trade</u>	<u>Percent</u>	<u>Trade</u>	<u>PercentTrade</u>	<u>Percent</u>
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

11. Have you ever failed to complete any work awarded to you? If so, where and why:

12. Have you ever defaulted on a Contract? If so, where and why:

13. List the more important contracts completed by you within the past 5 years:

<u>Project Name</u>	<u>Owner</u>	<u>Arch/Eng.</u>	<u>Contract Amount</u>	<u>Contract Date</u>	<u>Date Completed</u>
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

14. List major equipment available for this Contract:

15. Experience in work similar in importance to this project:

16. Background and experience of the principal members of your organization, including the officers:

<u>Individual's Name</u>	<u>Construction Experience/Yrs.</u>	<u>Present Position Years Experience</u>	<u>Responsibility</u>	<u>Previous Position Years Experience</u>
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17. Name and background of superintendent who will have principal on-site responsibility for this project:

<u>Individual's Name</u>	<u>Similar Project Experience</u>	<u>Dollar Value</u>	<u>Responsibility</u>

18. List States and Categories in which your organization is legally qualified to do business:

19. Give bank and trade references:

<u>Bank</u>	<u>Trade</u>

20. Name of Bonding and Insurance Companies and Names and Addresses of Agents:

21. Upon request by the Owner, the undersigned agrees to furnish, if being considered for award of Contract for the Project upon which a Bid Proposal has Vernon submitted, within 48 hours after the Bid Opening, a current Statement of Financial Conditions, including Contractor's latest regular dated financial statement or balance sheet, which must contain the following items:

Current Assets: (Cash, joint venture accounts, accounts receivable, notes receivable, accrued interest on notes, deposits and materials and prepaid expenses), net fixed assets and other assets.

Current Liabilities: (Accounts payable, notes payable, accrued interest on notes, provision for income taxes, advances received from owners, accrued salaries, accrued payroll taxes), other liabilities and capital (capital stock, authorized and outstanding shares par values, earned surplus).

22. The undersigned hereby authorizes and requests any persons, firm, or corporation to furnish any information requested by the Town of Vernon in verification of the recitals comprising this statement of the Bidder's qualifications.

Dated at _____ this _____ day of _____, 20_____

(Name of Bidder)

By: _____ Title: _____

State of _____) ss.

County of _____)

_____, being duly sworn, deposes and says that he/she is _____

of _____ and that he/she answers to the foregoing questions and all statements therein are true and correct.

Subscribed and sworn to before me this _____ day of _____, 20_____

Notary Public
My Commission Expires:

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 <input type="checkbox"/> No <input type="checkbox"/></p> <p>-Bidder is a minority business enterprise? Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>(If yes, check ownership category)</p> <p>Black <input type="checkbox"/> Hispanic <input type="checkbox"/> Asian American <input type="checkbox"/></p> <p>American Indian/Alaskan Native <input type="checkbox"/> Iberian Peninsula <input type="checkbox"/></p> <p>Individual(s) with a Physical Disability <input type="checkbox"/> Female <input type="checkbox"/></p> <p>-Bidder is certified as above by State of CT? Yes <input type="checkbox"/> No <input type="checkbox"/></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 <input type="checkbox"/> No <input type="checkbox"/></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 <input type="checkbox"/> No <input type="checkbox"/></p>
<p>2. Does your company have the state-mandated sexual harassment prevention in the workplace policy posted on company bulletin boards? Yes <input type="checkbox"/> No <input type="checkbox"/></p>	<p>8. Do you, upon request, provide reasonable accommodation to employees, or applicants for employment, who have physical or mental disability? Yes <input type="checkbox"/> No <input type="checkbox"/></p>
<p>3. Do you notify all recruitment sources in writing of your company's Affirmative Action/Equal Employment Opportunity employment policy? Yes <input type="checkbox"/> No <input type="checkbox"/></p>	<p>9. Does your company have a mandatory retirement age for all employees? Yes <input type="checkbox"/> No <input type="checkbox"/></p>
<p>4. Do your company advertisements contain a written statement that you are an Affirmative Action/Equal Opportunity Employer? Yes <input type="checkbox"/> No <input type="checkbox"/></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 <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/></p>
<p>5. Do you notify the Ct. State Employment Service of all employment openings with your company? Yes <input type="checkbox"/> No <input type="checkbox"/></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 <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/></p>
<p>6. Does your company have a collective bargaining agreement with workers? Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>6a. If yes, do the collective bargaining agreements contain non-discrimination clauses covering all workers? Yes <input type="checkbox"/> No <input type="checkbox"/></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 <input type="checkbox"/> No <input type="checkbox"/></p>	<p>12. Does your company have a written affirmative action Plan? Yes <input type="checkbox"/> No <input type="checkbox"/> If no, please explain.</p> <p>13. Is there a person in your company who is responsible for equal employment opportunity? Yes <input type="checkbox"/> No <input type="checkbox"/> 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	<input type="checkbox"/>	<input type="checkbox"/>		Work Experience	
Private Employment Agencies	<input type="checkbox"/>	<input type="checkbox"/>		Ability to Speak or Write English	
Schools and Colleges	<input type="checkbox"/>	<input type="checkbox"/>		Written Tests	
Newspaper Advertisement	<input type="checkbox"/>	<input type="checkbox"/>		High School Diploma	
Walk Ins	<input type="checkbox"/>	<input type="checkbox"/>		College Degree	
Present Employees	<input type="checkbox"/>	<input type="checkbox"/>		Union Membership	
Labor Organizations	<input type="checkbox"/>	<input type="checkbox"/>		Personal Recommendation	
Minority/Community Organizations	<input type="checkbox"/>	<input type="checkbox"/>		Height or Weight	
Others (please identify)	<input type="checkbox"/>	<input type="checkbox"/>		Car Ownership	
	<input type="checkbox"/>	<input type="checkbox"/>		Arrest Record	
	<input type="checkbox"/>	<input type="checkbox"/>		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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**STATE OF CONNECTICUT
LABOR DEPARTMENT**

REGULATION OF WAGES DIVISION

CONTRACTOR'S WAGE CERTIFICATION FORM

I, _____ of
(Officer, Owner, Authorized Rep. Company Name)

Do hereby certify that the firm of

Company Name

and all of its subcontractors will pay all workmen on the:

REPAIR AND RESURFACING OF
NO. 05240 KELLY ROAD
OVER THE HOCKANUM RIVER
VERNON, CONNECTICUT

The wages as listed in the schedule of prevailing rates required for such Project (a copy of which is attached hereto).

(Signature) (Date)

Subscribed and sworn to before me this _____ day of _____, 20_____.

Notary Public

My Commission Expires: _____