Request For Proposal To Provide
Moving Services
For The State of Connecticut
Being Facilitated By
Capital Region Development Authority (CRDA)
RFP# BI-2B-370-MOV

Section 1. Administrative Overview

1.1 INTRODUCTION
This is a Request for Proposal (RFP) issued by the Capital Region Development Authority (hereinafter referred to as “CRDA” or “Agency”) seeking proposals from experienced and qualified moving companies (hereinafter referred to as “Contractor”) to furnish comprehensive moving services for the CRDA per the following specifications.

A. Important Dates: Mandatory building tours for the purpose of responding to this RFP will be conducted on Monday, March 24 at 9:00 am in the lobby of 55 Farmington Avenue, Hartford, CT. After completion of the 55 Farmington Avenue building walkthrough, tours will also include the four departing locations, 25 Sigourney Street, Hartford, CT, 101 East River Drive, East Hartford, CT, 165 Capital Avenue, Hartford, CT, and 184 Windsor Avenue, Windsor, CT.

B. Please confirm to Tom Beebe via email by Friday, March 21, noon that you will be attending the mandatory walkthrough and the number of representatives from your company that will be attending.

C. Please confirm to Tom Beebe via email by Thursday, March 27, noon that you will or will not be submitting a proposal in response to this RFP.

D. You may not submit a proposal in response to this RFP if you do not attend and participate in the mandatory building tours.

E. Proposals are due by Tuesday, April 1, 3:00 pm.

1.2 AUTHORITY
CRDA is issuing this RFP as part of its charge to facilitate the relocation of state offices within the capital city economic development district pursuant to Connecticut General Statutes Chapter 588x, Section 32-600 and Subsection (b) & (d) of Section 32-602.

1.3 RFP ORGANIZATION
This RFP is organized into the following sections:

Section 1: Administrative Overview - Provides Contractors with general information on the objectives of this RFP, procurement schedule, and procurement overview.

Section 2: Scope of Work - Provides Contractors with a general description of the scope of work, the tasks to be performed, delineates CRDA and Contractor’s responsibilities, and defines deliverables.

Section 3: Proposal Requirements - Describes the required format and content for the Contractor’s proposal.

Section 4: Evaluation Criteria - Describes how proposals will be evaluated.

Appendix I - References
Appendix II - Instruction to Proposers
Appendix III - Proposal Certification
Appendix IV - Required Forms
1.4 SUBMISSION OF QUESTIONS
Contractors may submit questions via email to tom.beebe@arcadis-us.com. The deadline for submission of questions is noon on March 25, 2014. All questions must be in writing to be considered valid. Any questions and their answers shall be published as an addendum to this RFP.

1.5 SUBMISSION OF PROPOSALS
Contractors shall submit a clearly marked original plus three (3) copies of the proposal, along with an electronic copy. Proposals must be received by CRDA no later than 3:00 pm on April 1, 2014. CRDA will announce publicly the names of those firms submitting proposals. No other public disclosure will be made until after the award of the contract.

Proposals shall be mailed or delivered to:

Capital Region Development Authority (CRDA)
Attention: Erica Levis
100 Columbus Blvd. Suite 500
Hartford, CT 06103
elevis@crdact.net

Any proposal received after the date and time stated above shall be rejected.

The outside cover of the package containing the proposal shall be marked:

RFP# BI-2B-370-MOV
55 Farmington Ave Moving Services, submitted by (Name of Contractor)

1.6 COSTS FOR PROPOSAL PREPARATION
Any costs incurred by Contractors in preparing or submitting a proposal shall be the Contractor’s sole responsibility.

1.7 DISQUALIFICATION OF PROPOSALS
The CRDA reserves the right to consider as acceptable only those proposals submitted in accordance with all requirements set forth in this RFP and which demonstrate an understanding of the scope of the work. Any proposal offering any other set of terms and conditions contradictory to those included in this RFP may be disqualified without further notice.

A Contractor shall be disqualified and the proposal automatically rejected for any one or more of the following reasons:

- The proposal shows any noncompliance with applicable law.
- The proposal is conditional, incomplete, or irregular in such a way as to make the proposal indefinite or ambiguous as to its meaning.
- The proposal has any provision reserving the right to accept or reject award, or to enter into a contract pursuant to an award, or provisions contrary to those required in the solicitation.
- The Contractor is debarred or suspended.

1.8 ADDENDA TO THIS RFP
CRDA may need to issue one or more addenda related to this RFP. Such addenda shall be added to the original RFP document.

1.9 RIGHT TO WITHHOLD AWARDING OF CONTRACT
Contractors are advised that The CRDA reserves the right not to make award of this contract.

1.10 FINAL CONTRACT
The CRDA shall not be responsible for work done or any costs incurred in responding to this RFP, even in good faith, prior to the CRDA’s execution of a final contract with the Contractor.
1.11 INSPECTION OF PROPOSALS and CONFIDENTIAL INFORMATION
Proposals may be available for public inspection upon notice of award and shall be available for public inspection after the contract is signed by all parties. Information marked as “confidential” in any proposal shall be honored as such, to the extent allowable under the Freedom of Information Act.

The CRDA treats Proposals as confidential until after the award is issued. At that time they become subject to disclosure under the Freedom of Information Act. If a respondent wishes to supply any information, which it believes is exempt from disclosure under the Act that respondent should summarize such information in a separate envelope and each page submitted should clearly state “Confidential,” but otherwise be presented in the same manner as the Proposal. However, any such information is provided entirely at the respondent’s own risk and the CRDA assumes no liability for any loss or damage which may result from the CRDA’s disclosure at any time of any information provided by the respondent in connection with its proposal.

1.12 CONTRACT INVALIDATION
If any provision of this contract is found to be invalid, such invalidation will not be construed to invalidate the entire contract.

1.13 TERM OF CONTRACT
The term of the resulting award shall be as stated in the contract. The CRDA reserves the right to extend the award, with the mutual consent of the Contractor.

1.14 FEE STRUCTURE
All fees and costs quoted herein shall remain firm for the entire contract term. Cost increases of any nature will not be allowed.

1.15 CONTRACT EXCLUSIVITY
The award made under this RFP will not be an exclusive contract. Additional moving requirements, such as may be called for in a construction or renovation project, may be exempted from this contract. The CRDA reserves the right to perform work in connection with this contract with its own forces and/or other contractors related to the contract.

1.16 RFP TERMS AND CONDITIONS
All proposals submitted under this RFP shall remain in effect for a period of ninety (90) days following the closing date to allow time for evaluation, approval and award.

The terms and conditions should be reviewed carefully to ensure full responsiveness to the RFP. The failure of any respondent to receive or examine any contract, document, form, addenda or to visit the sites and acquaint itself with conditions there-existing, will not relieve it of any obligation with respect to its proposal or any executed contract. The submission of a proposal shall be conclusive evidence and understanding of the CRDA’s intent to incorporate such terms and conditions into the resulting award.

1.17 ADVERTISING
In submitting a proposal, the Contractor agrees, unless specifically authorized in writing by an authorized representative of CRDA on a case by case basis, that it shall have no right to use, and shall not use, the name of The State of CT, its officials or employees, or the Seal of the State of CT; a) in any advertising, publicity, promotion; b) to express or imply any endorsement of agency’s services; c) to use the name of the state, its officials or employees or the State of CT seal in any manner (whether or not similar to uses prohibited by subparagraphs (a) and (b) above) except only to manufacture and deliver in accordance with this agreement such services as are hereby contracted by the CRDA.

1.18 IMMUNITY FROM LIABILITY
Every person who is a party to this agreement is hereby notified and agrees that the State of CT and the CRDA is immune from liability and suit for or from Contractor’s activities involving third parties and arising from any contract resulting from this Request for Proposal.

1.19 PREVAILING LAW
The terms and provisions of this Request for Proposal, and any ensuing contract, shall be governed by and construed in accordance with the laws of the State of Connecticut.
1.20 CONTRACT TERMS

CONTRACT CANCELLATION

- The CRDA reserves the right to cancel the contract for any reason beneficial to the CRDA, upon thirty (30) days written notice to the Contractor.

CONTRACTOR’S DEFAULT / TERMINATION OF CONTRACT

- **Written Notice:** In the event the Contractor fails to perform in accordance with any of the terms, conditions of obligations of this agreement, the CRDA shall notify the Contractor, in writing, of the specific nature of the Contractor’s default. If the Contractor fails to correct or remedy said default within three (3) calendar days of Contractor’s receipt of written notice from the CRDA, the CRDA may, at its discretion, terminate this agreement. The CRDA shall provide the Contractor with written notice of the termination by certified mail, return receipt requested, and said termination will be effective as of the postmark date of said notice.

1.21 FORMATION OF AGREEMENT

- The response to this RFP will be considered an offer to contract. At its option, the CRDA may take either one of the following actions in order to form an agreement between the CRDA and the selected respondent: Accept a proposal as written by issuing a written “Notice of Award” to the selected respondent which refers to this RFP and accepts the proposal as submitted; or enter into negotiations with one or more respondents in an effort to reach a mutually satisfactory agreement that will be executed by both parties and will be based on this RFP, the proposal submitted by the selected respondent and the negotiations concerning these.

- Because the CRDA may use the alternative described in above, each respondent should include in his or her written proposal all requirements, terms or conditions it may have, and should not assume an opportunity will exist to add such matters after the proposal has been submitted.

- The CRDA reserves the right to award a contract not based solely on the firm with the most advantageous price, but based on an offer which, in the sole opinion of the CRDA best fulfills or exceeds the requirements of this RFP and is deemed to be in the best interest of the CRDA.

- Any contract issued as a result of this RFP will contain by reference all the specifications, terms and conditions in this RFP. The CRDA’s standard terms and conditions have been included for your review.

- The CRDA expressly reserves the right to negotiate prior to an award, any contract which may result from this RFP.

1.22 ORDERING PROCEDURE

Requests for services will be issued by a valid contract with CRDA which must be fully executed prior to performance of any services. All invoices, acknowledgements and any other correspondence must reflect the appropriate CRDA contract.

1.23 SAFETY

The Contractor is reminded that all work will be carried out on a busy street. Safety is of utmost importance. The Contractor shall conduct all operations in a safe manner and shall comply with all pertinent local, state and federal safety regulations and with whatever requirements deemed necessary by the Agency Representative, by Public Safety or by Fire Safety to protect the health, safety and well-being of the applicable community. Safety precautions must be taken at all times to prevent the possibility of injury to pedestrians.

To safeguard the community, all Bidders are reminded that the following rules and considerations will be required when providing moving services for this RFP:

- Pedestrians have the right of way at all times.
- All traffic signs, lights or other indicators are to be obeyed. This is of utmost importance given the amount of pedestrians and other activity.
- Driving on sidewalks, unless otherwise posted, is forbidden. Violators will be ticketed and chronic violators may be barred from doing business with the State of CT or the CRDA. In those areas where sidewalk driving is permitted and required, drivers must employ adequate skills so as to avoid driving on adjacent green spaces.
- Drivers are required to shut off engines while loading and unloading.

1.24 ES&H/OSHA

Contractor is expected to understand and follow all State of CT Environmental, Safety and Hygiene policies. At a
minimum, the Contractor and all of its employees and agents are expected comply with any and all safety requirements in place at the locations of this RFP. The Contractor is expected to meet with CRDA prior to commencing work or as required by the CRDA. Failure to follow State of CT ES&H guidelines and policies will result in work being stopped until conditions are rectified. Any increase in the cost of or delay in the Project incurred by the failure of the Contractor to insure compliance in this area shall be borne by the Contractor.

1.25 ENVIRONMENTAL SUSTAINABILITY
The Contractor shall be responsible for disposing of his own regulated materials and all supplies, debris etc. in accordance with all applicable federal, state and local laws. Where possible, Contractor shall promote recycling in order to promote State of CT’s Environmental Sustainability initiative and conform to the Universal waste regulations.

1.26 RECYCLED MATERIALS
The State of CT has a commitment to encourage the purchase and use of recycled and recyclable materials whenever technically or economically feasible or required by law. Proposers are encouraged to use recycled or recyclable supplies.

Section 2: Scope of Work

2.1 SCOPE
The Contractor will provide all labor, including supervision, tools, materials, equipment, licenses, permits and incidentals required and/or implied for the complete and satisfactory performance of moving services to 55 Farmington Ave. Hartford, CT from the four buildings noted in the mandatory building tours in accordance with the following overview and specifications.

1. Moves are scheduled to occur into 55 Farmington Ave. over four phases as outlined in the Move Phasing Schedule to be provided at the mandatory building tours and summarized as follows:
   a. Phase A May 16, 2014 start at noon to floors 2,6,7,8,9
   b. Phase B May 30, 2014 start at noon to floors 11,12
   c. Phase C June 27, 2014 start at noon to floors 2,3,5
   d. Phase D July 11, 2014 start at noon to floors 4,10

2. Important Dates: Mandatory building tours for the purpose of responding to this RFP will be conducted on Monday, March 24 at 9:00 am in the lobby of 55 Farmington Avenue, Hartford, CT. After completion of the 55 Farmington Avenue building walkthrough, tours will also include the four departing locations, 25 Sigourney Street, Hartford, CT, 101 East River Drive, East Hartford, CT, 165 Capital Avenue, Hartford, CT, and 184 Windsor Avenue, Windsor, CT.

3. Please confirm to Tom Beebe via email by Friday, March, 21, noon that you will be attending the mandatory walkthrough and the number of representatives from your company that will be attending.

4. Please confirm to Tom Beebe via email by Thursday, March 27, noon that you will or will not be submitting a proposal in response to this RFP.

5. You may not submit a proposal in response to this RFP if you do not attend and participate in the mandatory building tours.

6. The majority of the moves consist of boxes/crates, accompanied by some furniture, computers, copy machines, multi-purpose machines, postal sorting/handling machines, and miscellaneous equipment generally as noted on the Move Phasing Schedule, to be distributed at the mandatory building tours. The quantities in the Move Phasing Schedule are not exact, and are intended to provide an order of magnitude

7. Move plans for the four affected locations will be distributed at the mandatory building tours

8. Workstations and office furniture is currently placed in 55 Farmington Avenue and is not required to be moved
9. Trash and recycling receptacles for each workstation and general recycling receptacles for the premises must be moved and distributed as part of this move

10. Copy machines and postal sorting/handling machines will be prepared for moving by others to be moved by the Contractor. Unpacking and preparation for operation of these machines will be completed by others. Please advise if you are not equipped to move said equipment and will subcontract to others

11. Moves will begin at noon on Friday and must be completed no later than approximately 8:00 pm on Saturday (the following day)

12. 55 Farmington Avenue will be under renovation during the moves, however the floors designated for each phase will be substantially complete

13. Contractor is responsible for removing all surplus move related packing materials from the premises

14. Contractor is responsible for adequately protecting areas such as, but not limited to, floors, walls, elevators, stairs, and the premises and removal of such protection from the premises

15. Other personnel will be on the floors and in the buildings during the move phases, however they are not intended to interfere with access to the floor or within the floor

16. Some elevator access will be restricted during the move phases; however designated elevators will be available. It is incumbent on the Contractor to understand restrictions and price the proposal accordingly

17. Some loading dock access will be restricted during the move phases; however designated loading docks will be available. It is incumbent on the Contractor to understand restrictions and price the proposal accordingly

18. Contractor must include the cost of making minor adjustments to moved items during the move such as table height, feet adjustments, leveling, etc. as required or as directed by CRDA representatives

19. The Contractor must include the cost of providing two movers and necessary supervision with associated equipment for each Monday following the move from 8:00 am through 1:00 pm to make adjustments to moved items as directed by CRDA representatives

20. Your proposal must include your total cost not to exceed to complete the scope of work in accordance with this RFP. No additional charges including fuel surcharges, unforeseen, or unplanned expenses will be accepted

21. Proposals must include the cost of using cardboard boxes as well as the optional cost of using plastic bins. Please indicate any restrictions and associated cost to the length of time that the bins may remain on the premises for packing and unpacking. Boxes and bins must be delivered to the premises for each move phase no later than three weeks prior to the move date, and removed from the premises on approximately three different dates after the move as requested by CRDA

2.2 EMPLOYEE QUALIFICATIONS

- Contractor shall employ only those individuals who possess a command of the English Language sufficient to permit dialogue with Agency personnel. This minimum language competency is essential to permit discussion of Agency concerns and requirements and to understand the proper instructions in all situations.
- All employees and agents of the Contractor shall be subject to the jurisdiction of the representative while performing services on Agency Property. Each employee must comply with the "Standards of Conduct" applicable to all employees of the State of CT, the standards of which standards are listed below. The CRDA reserves the right to dismiss any employee of the Contractor who violates these standards of conduct or who exhibits other conduct deemed inappropriate by the Agency.
- Visitor Badges: State of CT will provide Visitor badges. Employees shall wear Visitor badges at all times while performing services under this contract.
- Employee Discharge: The State of CT may, at its discretion, recommend discharge of any employee of the Contractor found to be in violation of these standards, or in violation of other standards adopted by the Agency from time to time, as required, to protect the health, safety and welfare of the State of CT.
• Contractor shall employ only those individuals of good moral character and with a technical knowledge of their duties sufficient to properly carry out such duties. Contractor shall also provide proper additional training for those employees who exhibit poor understanding or implementation of proper procedures.

2.3 SUPERVISION
The Contractor shall submit an organizational chart showing the structure of the management team from on-site supervision staff up to the local division manager or person ultimately responsible for the performance of this contract.

The Contractor shall provide at least one FULL-TIME NON WORKING supervisor to oversee daily activities at each location. The supervisor shall be available and accountable during all working hours to oversee performance of all obligations under this contract.

The Contractor must report daily at the start of the shift to CRDA for daily dialogue, to review any special problems and to receive instructions relative to daily activities. The Contractor shall meet with CRDA, or with their designee, at the end of each work day, to sign a job completion checklist filled out by the Contractor. The signed checklist will constitute a daily record of the Contractor's compliance or noncompliance with the terms of this contract.

The Contractor’s supervisor must inspect all job sites at least twice daily to ascertain that all personnel are performing in accordance with the specifications of the contract. The working supervisor shall also certify in writing that each area is cleaned and maintained in accordance with the provisions of this contract. The CRDA reserves the right to revise the checklist and make necessary changes as required.

The Contractor shall supply a competent and thoroughly trained supervisor to check, inspect and maintain records of all work performed. Supervisor shall possess and demonstrate a thorough knowledge and understanding of the designated work assignments, of the tools and equipment employed in the execution of this contract, and of the rules, regulations and standards of the State of CT.

2.4 WORK SITE CONDITIONS
Unless directed otherwise by CRDA, the Contractor will:
• Perform work under this contract in such a manner as to not to interrupt or interfere with the operation of activities within the buildings and surrounding State of CT Facilities.
• Store its apparatus, supplies, materials and equipment in an orderly fashion so as not to interfere with the progress of the Contractor’s work, the work of the CRDA or any other contractor employed by the State of CT.
• The Contractor is responsible for determining and accommodating any delays enroute to or within the buildings due to such conditions as road construction, obstruction, assemblies, etc. The CRDA is not responsible for any costs or delays related thereto.
• Dispose of any and all garbage, food containers, and related waste in proper disposal containers and/or remove said waste from the premises.

2.5 WORK SITE DAMAGES
Any damage, including damage to finished surfaces, resulting from the performance of this contract will be repaired to the CRDA’s satisfaction at the Contractor’s sole expense, except such as may be directly due to the sole negligence of employees of the State of CT.

2.6 EQUIPMENT
The Contractor will provide all moving apparatus including, but not limited to, trucks, lifts, dollies, boxes, carts, bins, protective blankets, supplies and labor to accommodate each moving request. Items to be moved will be tagged with Contractor-provided color-coded identification labels.

2.7 CONFORMANCE WITH STATUTES
Contractor shall be in full conformance with all applicable law, including statutory requirements of the State of Connecticut and the Federal Government. The Contractor shall perform its obligations in compliance with any and all applicable State, Federal and local laws, rules and regulations.
2.8 INSPECTION OF CONTRACTOR RECORDS
The Contractor shall make its books and records available for inspection by the CRDA or its authorized agent upon request.

2.9 EMPLOYEE STANDARDS OF CONDUCT
- The Agency has developed specific standards of conduct deemed necessary to insure the orderly and efficient performance of duties and services at the State of CT and to protect the health, safety and welfare of all members of the applicable community. In accordance with those standards, the following items are strictly prohibited:
  1. Use or possession of drugs or alcohol
  2. Possession of firearms or other weapons
  3. Smoking in State of CT buildings
  4. Harassment (sexual, racial or otherwise) or intimidation of any member of the State of CT
  5. Violation of applicable traffic or public safety regulations or of the State of CT rules and procedures
  6. Unauthorized use of State of CT vehicles, equipment or property
  7. Use of the State of CT telephones for personal business
  8. Removal or theft of the State of CT property
  9. Unauthorized duplication or possession of the State of CT keys
  10. Transfer of Visitor Badge or of parking pass to unauthorized personnel
  11. Conduct or behavior that endangers the health, safety and welfare of any member of the public or of the applicable community
  12. Interference with the work of other employees
  13. Work attire other than the specified uniform
  14. Loud, vulgar behavior or the use of profanity

- Violation of Standards/Employee Discharge: The State of CT may, at its discretion, recommend discharge of any employee of the Contractor found to be in violation of these standards, or in violation of other standards adopted by the State of CT from time to time, as required, to protect the health, safety and welfare of the Hartford community.

2.10 INSURANCE CERTIFICATE
1. Insurance Certificate: The Contractor shall supply and pay for public liability insurance in the amount of ONE MILLION ($1,000,000) combined single limit, for bodily injury and property damage covering all of the Contractor’s operations. The certificate shall name the CRDA as a named insured. The Certificate of Insurance should be forwarded to CRDA at the address and name in Section 1.5 of this RFP with a copy to Thomas Beebe, ARCADIS U.S., Inc., 213 Court Street, Suite 700, Middletown, CT 06457. The Contractor shall maintain the above coverage for the entire term of this contract and shall notify CRDA in writing of any termination or change in coverage. The Contractor shall also carry Workers Compensation Insurance in limits prescribed by CT state statute.

2. Protective Liability Insurance for and in the Name of the State of Connecticut and CRDA: With respect to the operations performed by the Contractor, and those performed for him by a subcontractor, the Contractor shall carry for and in behalf of the State of Connecticut, insurance providing for a total limit of ONE MILLION ($1,000,000) DOLLARS for all damages arising out of bodily injuries to or death of all persons in any one accident or occurrence, and all damages arising out of injury to or destruction of property in any one accident or occurrence, and subject to that limit per accident, a total aggregate limit to TWO MILLION ($2,000,000) DOLLARS for all damages arising out of bodily injuries to or death of all persons on any one accident or occurrence and out of injury to or destruction of property during the policy period. Unless requested otherwise by the State of Connecticut and CRDA, the Contractor and his insurer shall waive governmental immunity as a defense and shall not use the defense of governmental immunity in the adjustment of claims or in the defense of any suit brought against the State. The Contractor shall assume and pay all costs and billings for premiums and audit charges earned and payable under required insurance.

3. Contractors Public Liability and Property Damage Insurance: With respect to the operation performed by the Contractor, and those performed for him by subcontractors, the Contractor shall carry regular Contractors Public Liability insurance for a total limit of ONE MILLION (1,000,000) DOLLARS for all damages arising out of bodily injury or death of all persons in any one accident or occurrence, and for all damages arising out of injury to or destruction of property in any one accident or occurrence, and subject to that limit per accident, a total or aggregate limit of
TWO MILLION (2,000,000) DOLLARS for all damages arising out of bodily injuries to or death of all persons in any one accident or occurrence and out of injury to or destruction of property during the policy period.

The operation of all motor vehicles, including those hired or borrowed, used in connection with the Contractor shall be covered by Automobile Insurance in the following amounts: Total limit of FIVE HUNDRED THOUSAND ($500,000) DOLLARS for all damages arising out of bodily injuries to or death of all persons in any one accident or occurrence, and for all damages arising out of injury to or destruction of property in any one accident or occurrence, and, subject to that limit per accident, a total or aggregate limit of ONE MILLION ($1,000,000) DOLLARS for all damages arising out of bodily injuries to or death of all persons in any one accident or occurrence and out of injury to or destruction of property during the policy period.

4. Contractual Liability Insurance: The Contractor shall provide insurance which shall at all times indemnify and save harmless the State of Connecticut, the Agency and their respective officers, agents and employees, on account of any and all claims, damages, losses, litigation, expenses, counsel fees, and compensation arising out of injuries (including death) sustained by or alleged to have been sustained by the officers, agents and employees of said State Agency or of the Contractor, his subcontractor or material men, and from injuries (including death) sustained by or alleged to have been sustained by the public, any or all persons on or near the work, or by any person or property, real or personal (including property of said State or Agency) caused in whole or in part by the acts, omissions, or neglect of the Contractor, including but not limited to any neglect in safeguarding the work or through the use of unacceptable materials in performing the work, of any Contractor, and subcontractor, material men, or anyone directly or indirectly employed by them or any of them while engaged in the performance of the Contract, including the entire elapsed time from the date ordered to start work until the completion as certified by the CRDA.

Unless requested otherwise by the CRDA, the Contractor and his insurer shall waiver governmental immunity as a defense and shall not use the defense of governmental immunity in the adjustment of claims or in the defense of any suit brought against the State. The Contractor shall assume and pay all cost in billings for premiums and audit charges earned and payable under the required insurance.

5. Workers Compensation Insurance: With respect to all operations performed by the Contractor and all those performed for the Contractor by his subcontractors, the Contractor shall carry worker’s compensation insurance in accordance with the requirements of the laws of the State of Connecticut.

6. Termination or Change of Insurance: Each insurance policy shall be endorsed to provide that the insurance company shall notify CRDA by certified mail at least thirty (30) days in advance of termination of or any change in policy. All notices shall be sent to CRDA at the address and name in Section 1.5 of this RFP with a copy to Thomas Beebe, ARCADIS U.S., Inc., 213 Court Street, Suite 700, Middletown, CT 06457. No change shall be made without prior written approval of CRDA. The Contractor shall keep all required insurance in continuous effect until the CRDA determines that the Contractor has fulfilled all of its obligations under the contract.

7. Claims: Each insurance policy shall state that the insurance company shall agree to investigate and defend the insured against all claims for damages, even if groundless.

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

9. Deductible Clause: Insurance contracts required under this section shall not contain deductible clause.

10. Damage: The Contractor shall make prompt restitution to the CRDA in the form of cash, replacement or repairs (subject to the CRDA’s approval), in settlement of any damage to the State of CT or tenant-owned property caused by the Contractor, its agents or employees.

2.11 DEFAULT TERMINATION OF CONTRACT

Written Notice: In the event the Contractor fails to perform in accordance with any of the terms, conditions or obligations of this agreement, the CRDA shall notify the Contractor, in writing, of the specific nature of the Contractor’s default. If the Contractor fails to correct or remedy said default within three (3) calendar days of Contractor’s receipt of written notice from the CRDA, the CRDA may, at its discretion, terminate this agreement. The CRDA shall provide the Contractor with written notice of the termination by certified mail, return receipt requested and said termination will be effective as of the postmark date of said notice.
Section 3. Proposal Requirements

3.1 RESPONSE REQUIREMENTS
Each proposal shall include a table of contents with page numbers for each of the required components of the proposal.

All proposals must include a point-by-point response to this RFP. Each response must be cross-referenced to the corresponding numbered item in this RFP and described in as much detail as possible. One original and three (3) copies along with an electronic copy in MS Word and or Excel shall be submitted.

Failure to respond to all points may be grounds for rejection. Likewise, failure to supply any information required to accompany the proposals may cause a rejection of the proposal as non-compliant. The CRDA reserves the right to request additional information and/or presentations, if clarification is needed.

Proposals that do not substantially conform to the contents of the RFP, consequently altering the basis for proposal comparison, may be disregarded and considered as unresponsive.

3.2 SPECIFICATIONS
The specifications in this RFP must be responded to on a point by point basis so that the CRDA can evaluate how the Contractor plans to meet these requirements. Contractors must use the RFP numbering scheme in their response to allow for efficient evaluation.

The following are to be included in your response
- Completed Cost Schedule including the total cost of the work, not to exceed
- Completed Bidders Qualification and General Information
- References
- Qualifications as they relate to CRDA contract compliance and ethics

3.3 REFERENCES
Provide a listing of references from current or former clients at institutions to whom the bidder has provided similar services as described in this RFP, particularly references from other Office Space Moves.

Provide general qualifications and experience as they relate to the following. Use details on a separate sheet, a demonstrated compliance with State of Connecticut contracting statutes and regulations.

If a proposer has no experience in the State of Connecticut, they shall provide the same information from experience in other states.

History of contracts entered into with CRDA or the State of Connecticut over the five (5) year period immediately prior to the published date of the RFP, including contracts awarded, contracts terminated, and contracts determined to be null and void.

History of violations of State of Connecticut statutes and regulations relating to Ethics during the five (5) year period immediately prior to the published date of the RFP.
COST SCHEDULE for RFP# BI-2B-370-MOV

Note: This project requires prevailing wages to be paid for relocation services of furniture, boxes, or equipment being moved from one location to another.

1) Office moves / reconfigurations during normal working hours (Mon – Fri 8:00 am to 5:00 pm)

Hourly rate for of one (1) box truck and one (1) driver $___________ per hour
Hourly rate for of one (1) tractor trailer and one (1) driver $___________ per hour
Cost of additional helper, hourly rate $___________ per hour
Cost of site supervisor, hourly rate $___________ per hour

2) Office moves / reconfigurations during overtime hours (Mon – Fri 5:01 pm to 7:59 am weekends)

Hourly rate for of one (1) box truck and one (1) driver $___________ per hour
Hourly rate for of one (1) tractor trailer and one (1) driver $___________ per hour
Cost of additional helper, hourly rate $___________ per hour
Cost of site supervisor, hourly rate $___________ per hour

3) Miscellaneous fees

Moving boxes, 1.5 cubic foot box $___________ per box
Moving boxes, 2.0 cubic foot box $___________ per box
Moving boxes, 3.0 cubic foot box $___________ per box
Moving boxes, 4.0 cubic foot box $___________ per box
Labels – 500 per roll $___________ per roll
Plastic Bins or moving crates (used by agency versus using boxes) $___________ per day
Moving carts for computers and office equipment $___________ per day

4) Total cost of the moves, not to exceed $___________

5) Additional total cost, not to exceed associated with using plastic bins in lieu of cardboard boxes (if additional cost is applicable, otherwise N/A) $___________

Other Response Requirements:

1. Provide the name(s), telephone number(s), fax number and e-mail (if available) of the contact person or persons for the coordination of moving services.

On weekends:

2. Wrap, pack and crate capabilities? Yes _____ No _____
3. Interstate Commerce Commission (ICC) and State of CT Public Utility Control (CPAUA) licensed and approved?  
   Yes ____  No _____

4. How many miles from 55 Farmington Ave Hartford, CT is your facility located?  
   ________________Miles

5. Any moving and storage related services you cannot provide?  
   If yes, provide details on an attached sheet.  
   Yes ____  No _____

6. Any moving and storage related services that you CAN provide that are not referenced in the RFP?  
   If yes, provide details on an attached sheet.  
   Yes ____  No _____

7. Any minimum requirements for individual jobs?  
   If yes, provide details on an attached sheet.  
   Yes ____  No _____

8. How many moves do you perform annually?  
   Average ___________per year

9. What percentage of jobs over the last three years had claims filed?  
   1 in 10 _____ 1 in 5 _____ 1 in 3 _____ Average ____%  

10. How severe were the claims? (dollar value)  
    Average $______________
STATEMENT OF BIDDER'S QUALIFICATIONS for RFP# BI-2B-370-MOV

This form will be used in assessing a Bidders Qualification and will be used to determine if bid submitted is from a responsible bidder. State law designates that contracts be awarded to the lowest responsible qualified bidder. Factors such as past performance, integrity of the bidder, conformity to the specifications, etc., will be used in evaluating bids.

BIDDERS NAME: ________________________________________________________

ADDRESS: ___________________________________________________________

Number of Years Company has been engaged in business under this name: ___________ years

List any contract awards to your company by the State of Connecticut within the last (3) years, THAT YOU ACTUALLY PERFORMED SERVICES AGAINST.

Indicate which State Agency, and provide contract name and number, and the name and telephone number of the purchasing agent administering the contract.

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</table>

List other names your company goes by: ___________________________________________

List four completed projects similar in nature to this INVITATION TO BID which demonstrates your company’s ability to perform the required services.

<table>
<thead>
<tr>
<th>Company Name and Address</th>
<th>Telephone No.</th>
<th>Dollar Value</th>
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<td>1.</td>
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<td>2.</td>
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<td>3.</td>
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<td>4.</td>
<td>___________</td>
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GENERAL INFORMATION ABOUT THE COMPANY for RFP# BI-2B-370-MOV

COMPANY NAME: ____________________________

Size of Company or Corporation: Number of Employees: Full Time: ________________ Part Time: __________

Total Asset Value: ________________ Equipment Asset Value: ________________

OWNER/OPERATOR: ________ PARTNERSHIP: ________ CORPORATION: ___

Is your company registered with the Office of the Connecticut Secretary of State?

YES ________ NO ________ Registration Date; available, ________________

List of equipment to be used for this service (include Model, Year and manufacturer):

<table>
<thead>
<tr>
<th>MODEL</th>
<th>YEAR</th>
<th>MANUFACTURER</th>
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(PLEASE ATTACH AN ADDITIONAL SHEET IF NECESSARY)

Please list any relevant Certifications, Licenses, Registrations, etc., which qualify your company to meet the requirements of this bid.

__________________________________________________________________________

(PLEASE ATTACH AN ADDITIONAL SHEET IF NECESSARY)

Please list any administrative actions either pending review by the State, or determinations that the State has made regarding your company or corporation. This should include court judgments, and pending suits by a State or Federal Court. Include in your statement a list of OSHA violations, and any actions or orders pending or resolved with any State Agency such as The Department of Consumer Protection, the Department of Environmental Protection, etc. Please detail this information on a separate sheet of paper. Such information should be for the last three (3) years.

I HEREBY CERTIFY THAT ALL THE INFORMATION SUPPLIED IS COMPLETE AND TRUE.

__________________________________________________________________________

Authorized Signature  Date

__________________________________________
Printed Name

__________________________________________
Title
Section 4. Evaluation Criteria

Evaluation – The award of this RFP will be based upon a comprehensive review and analysis of all proposals by the RFP committee, and negotiation of the proposal which best meets the needs of the CRDA. The contract award will be based on a points-earned matrix derived from a technical and financial evaluation.

The award shall be made to the most responsive bidder offering the best value as determined by CRDA. All Contractors submitting proposals concur with this method of award and will not, under any circumstances or in any manner, dispute any award made using this method.

CRDA will include in its evaluation: proposals, references and interviews. All proposals will be evaluated by a committee, which will use the specific evaluation criteria listed below.

Criteria

1. Qualifications and Experience
   - Prior Experience, specifically with Office Moves
   - References
   - Current clients list
   - General qualifications and experience as they relate to compliance with CT contracting statutes and regulations, including Ethics

2. Ability to Perform
   - Contractor’s ability to establish confidence that their proposed ability to provide quick, quality labor and materials will meet expectations and the requirements described herein
   - Contractor’s background and professional expertise and size

3. Fee Structure
   - Supplemental Information: As part of the weighted average review, the CRDA may request the Contractor to supply, in writing, clarifications, additional documentation or information needed to fairly evaluate each proposal.
   - Review of References: Each proposer is required to provide a list of references as requested above. Please include name, title, telephone number and e-mail address of a contact person at each institution. The CRDA reserves the right, but is not obligated to contact any institution as a reference.
   - CRDA will include in its evaluation: proposals, references and interviews. In addition, the award will be predicated upon the successful negotiation of the specific terms and conditions to be included in the Agreement. The CRDA will be the sole judge of the suitability of the proposed Agreement.
   - Proposal Qualification Data: If necessary to evaluate proposer qualification, proponent may be requested to furnish information on the following items:
     - Financial resources. Personnel resources.
     - Ability to meet delivery and support schedules.
     - Ability to meet specifications and quality requirements.
   - Requests for Clarification by the CRDA: The CRDA may request that any proponent clarify or supplement any information contained in any Proposal. Proposers are required to provide a written response within ten (10) business days of receipt of any request for clarification by the CRDA.
Proposals should include five institutions, of similar or the same size, where your organization has provided moving services similar to those being requested at 55 Farmington Ave. Hartford, CT. Please include name, title, telephone number and e-mail address of a contact person at each institution. **References may be checked electronically; the requirement for e-mail addresses is a mandatory requirement.**

<table>
<thead>
<tr>
<th>References:</th>
<th>Institution</th>
<th>Contact</th>
<th>Telephone No.</th>
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<td>Reference #1</td>
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<td>E-mail:</td>
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<td>Reference #2</td>
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<td>Reference #4</td>
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<td>Reference #5</td>
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<td>E-mail:</td>
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APPENDIX II. INSTRUCTIONS TO PROPOSERS

A. Proposals must be addressed and delivered, on or before the time and date set for closing to:

Capital Region Development Authority (CRDA)
Attention: Erica Levis
100 Columbus Blvd. Suite 500
Hartford, CT  06103
elevis@crdact.net

Proposals should be in a sealed envelope marked:

Name of Proposer: 
Title of Proposal: Moving Services for 55 Farmington Avenue  
RFP Number: RFP# BI-2B-370-MOV
Proposal Due Date: April 1, 2014, 3:00 PM

B. No telephone, telegraphic or facsimile proposals will be considered.

C. Proposals should include one (1) original (signed in ink) and three (3) copies along with an electronic copy.

D. No department or office at the State of CT has the authority to solicit or receive official proposals other than the CRDA. All solicitation is performed under the direct supervision of the CRDA and in complete accordance with State of CT policies and procedures.

E. The CRDA reserves the right to conduct discussions with proposers. During this discussion period, CRDA will not disclose any information derived from the proposals or from discussions with other proposers. Once an award is made, the solicitation file, and the proposals contained therein, are in the public record and will be disclosed upon request.

F. Submission of a proposal against this RFP is your acknowledgement that subjective criteria will be used in the evaluation of proposals. Award shall be made to the responsible proposer who is determined to be the most advantageous to the CRDA. Price, although an important consideration, will not be the sole determining factor.

G. Proposals must be provided on the Proposal Certification page. Proposals on any other form will be considered informal and will be rejected. Conditional proposals will not be considered. All proposals must be signed by an individual authorized to extend a formal proposal. Proposals that are not signed may be rejected.

H. The CRDA reserves the right to reject any or all proposals or any part thereof, or to accept any proposal, or any part thereof, or to withhold the award and to waive or decline to waive irregularities in any proposal when it determines that it is in its best interest to do so. The CRDA also reserves the right to hold all proposals for a period of 60 days after the opening date and the right to accept a proposal not withdrawn before the scheduled opening date.

I. All proposals in response to this RFP are to be the sole property of the CRDA and subject to the provisions of section 1-19 of the Connecticut General Statutes. (re: Freedom of Information)

J. Any alleged oral agreement or arrangement made by a Contractor with any agency or employee will be superseded by the written agreement.

K. CRDA reserves the right to correct inaccurate awards resulting from clerical errors.

L. No additions or changes to the original proposal will be allowed after submittal. While changes are not permitted, clarification at the request of the agency may be required at the bidder’s expense.
M. Direct all inquiries relative to the conditions and specifications listed herein and any and all other communication related to this RFP via email to:

Thomas Beebe  
ARCADIS U.S., Inc.  
213 Court Street  
Suite 700  
Middletown, CT 06457  
Mobile: 860.204.1157  
Fax: 860.503.1520  
Email: tom.beebe@arcadis-us.com
APPENDIX III. PROPOSAL CERTIFICATION

PROPOSERS – SIGN AND SUBMIT THIS CERTIFICATION WITH PROPOSAL. Request for Proposal No: BI-2B-370-MOV

I certify that:

- This proposal is a legal and binding offer and I have the authority to bind the proposer indicated below to the specific terms, conditions and technical specifications required in this RFP and offered in the proposer’s proposal. I understand that by submitting this proposal, the proposer indicated below agrees to provide the services described in the proposal.

- The contents of the proposal are true and accurate and that the proposer has not made any knowingly false statements in the proposal.

- The proposal has been developed independently, without consultation or communication with any employee or consultant of CRDA who has worked on the development of this RFP, or with any person serving as a member of the evaluation committee, or with any other proposer or parties for the purpose of restricting competition.

- This bid is genuine and is not made in the interest of or on behalf of any undisclosed person, firm or corporation; that the proposer has not directly or indirectly induced or solicited any other proposer to put in a false or sham bid; that the proposer has not solicited or induced any person, firm or corporation to refrain from bidding; and that the proposer has not sought by collusion to obtain any advantage over any other proposer or over the CRDA.

________________________________________________________________________
(Firm) (Phone No.)

________________________________________________________________________
(Address) (Fax no.)

________________________________________________________________________
(Address) (Federal I. D. no. or SSN)

________________________________________________________________________
(Signature) (Date)

________________________________________________________________________
(Title)

For all State contracts as defined in P.A. 07-1 having a value in a calendar year of $50,000 or more, the authorized signatory to this Agreement expressly acknowledges receipt of the State Election Enforcements Commission’s notice advising state contractors of state campaign contribution and solicitation prohibitions, and will inform its principals of the contents of the notice. See Attachment [SEEC Form 11]

________________________________________________________________________ / ____________
Initial Date
APPENDIX IV. REQUIRED FORMS

A. Affidavits Submittals:

The Submitter shall provide:
SEEC Form 10 - Notice to Executive Branch State Contractors and Prospective State Contractors (acknowledgement of receipt of explanation of the prohibitions) which is available on the State Elections Enforcement Commission website at www.ct.gov/seec and clicking in their "forms" link and then to "Contractor Reporting Forms."
OPM Form 5 – Consulting Agreement Affidavit which is available on the State Office of Policy & Management website at www.ct.gov/opm and clicking in their "forms" link and then to "Ethics Affidavits & Certifications for State Contracts."
At the time a Firm is notified of its “Conditional Selection” by CRDA, it will be given instructions regarding additional certificates, affidavits and other information that must be submitted for the processing of its contract.

B. Additional Criteria Considerations and MBE & SBE Certification, insert your completed:
a) Notification to Submitter’s Form, Evidence of Nondiscrimination Form & Employment Information Form – all included in the attached Vendor’s Package – Contractor/Grantee Compliance Requirements and if applicable to the Submitter, insert a copy of your b) Small Business Enterprise (SBE) Certification c) Minority Business Enterprise (MBE) Certification
For more information on SBE & MBE Certification, see CT DAS website:

APPENDIX V: CRDA TERMS AND CONDITIONS

Attached
CONTRACTOR/GRANTEE COMPLIANCE REQUIREMENTS

NOTE: - THESE REQUIREMENTS APPLY TO ALL CONTRACTORS - INCLUDING GRANTEES AND INDIVIDUALS

Connecticut General Statute Section 4a-60 was adopted to insure that State agencies do not enter into contracts with organizations or businesses that discriminate against protected class persons. To carry out the provisions of the Statute, the Commission on Human Rights and Opportunities developed Regulations concerning Contract Compliance and approval of Contract Compliance Programs which impose certain obligations on State agencies as well as contractors doing business with the State of Connecticut.

These regulations require that as an awarding agency, in this instance, the Capital Region Development Authority (CRDA), must consider the following factors in its selection of any contractor:

- The submitter’s success in implementing an affirmative action plan;
- If the submitter does not have a written affirmative action plan, the submitter’s promise to develop and implement a successful affirmative action plan;
- The submitter’s success in developing an apprenticeship program complying with Connecticut General Statutes Sections 46a-68-1 to 46a-68-17, inclusive.
- The submitter’s submission of Employment Information Form or EEO-1/ EEO-4 data indicating that the composition of its work force is at or near parity when compared to the racial and sexual composition of the work force in the relevant labor market area; and
- The submitter’s promise to set aside a portion of the contract for legitimate minority business enterprises.

In order to assess the factors above, contractors are required to provide OPM with information about their organizations.

A package of information (see Vendor’s Packet included herein) is provided with forms (and instructions) that must be completed, signed by responsible parties and returned to CRDA with the response to the Request for Qualifications.

PLEASE NOTE: If you indicate that you will be sub-contracting a portion of this contract, you will be sent further forms for completion as required in the contract compliance regulations. Thank you for your cooperation.
VENDOR’S PACKAGE

- The following forms are MANDATORY and must be completed and returned to this agency with the response to the Request for Proposal or the Grant Application.

1. Notification to Submitters Form
2. Evidence of Nondiscrimination Form
3. Employment Information Form

   If the vendor submitting the bid files an EEO-1 or an EEO-4 form with the Federal Government, a copy of the EEO-1 or EEO-4 may be attached to the Employment Information Form in lieu of completion.

- Definitions and descriptions to assist in completing the Employment Information Form

CONTRACT COMPLIANCE NOTIFICATION TO SUBMITTERS

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 the awarding of 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 submitters, 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 the daily affairs of the enterprise; (2) who have the power to direct the management and policies of the enterprise; and (3) who are members of a minority, as such term is defined in subsection (a) of Section 32-9."

"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; or (6) American Indians . . . " An individual with a disability is also a minority business enterprise as provided by Section 32-ne of the Connecticut General Statutes. The above definitions apply to the contract compliance requirements by virtue of Section 46a-68j-21(11) of theContract Compliance Regulations.

The awarding agency will consider the following factors when reviewing the submitter's qualifications under the contract compliance requirement:

(a) the submitter’s success in implementing an affirmative action plan;
(b) the submitter’s success in developing an apprenticeship program complying with Connecticut General Statutes Sections 46a-68-1 to 46a-68-17 inclusive;
(c) the submitter’s promise to develop and implement a successful affirmative action plan;
(d) the submitter’s submission of employment statistics contained in the "Employment Information Form", indicating that the composition of its work force is at or near parity when compared to the racial and sexual composition of the work force in the relevant labor market area; and
(e) the submitter’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.
This form is **MANDATORY** and must be completed, signed, and returned with the vendor’s bid.

**ACKNOWLEDGMENT OF CONTRACT COMPLIANCE NOTIFICATION TO SUBMITTERS**

INSTRUCTION: Submitter must sign acknowledgment below, and return this form to the awarding agency with the bid proposal.

The undersigned duly authorized representative of the bidding vendor acknowledges receiving and reading a copy of the **NOTIFICATION TO SUBMITTERS. (Please print name under signature line.)**

________________________________________________________________________
Signature

________________________________________________________________________
Title

________________________________________________________________________
Date

**On behalf of:**

________________________________________________________________________
Vendor Name

________________________________________________________________________
Street Address

City State Zip

________________________________________________________________________
Federal Employee Identification Number (FEIN/SSN)

This form is **MANDATORY** and must be completed, signed, and returned with the vendor’s bid.
This form is **MANDATORY** and must be completed, signed, and returned with the vendor’s bid.

**EVIDENCE OF NONDISCRIMINATION FORM**

-----------------------------------------------

**Vendor Name**

-----------------------------------------------

**Street Address**

-----------------------------------------------

**City**    **State**    **Zip**

-----------------------------------------------

**Contact Person**    **Title**

(        )    

**Telephone Number**

We have read the extract provided of C.G.S. Section 4a-60 and Connecticut State Agencies’ Regulations Section 46a-68j-23 and agree with the principles expressed therein. We offer as evidence of nondiscrimination and of our agreement and ability to meet contract compliance regulations one or more of the following factors and have enclosed appropriate, related documentation. Note: If the vendor/submitter/contractor is an individual and does not employ anyone, please check here [ ] and sign below.

**FACTORS**

**EVIDENCE ENCLOSED**

(a) success in implementing an Affirmative Action Plan;                     

(b) success in developing an apprenticeship program in compliance with Connecticut General Statutes Sections 46a-68-1 to 47a-68-17 inclusive; 

(c) promise to develop and implement a successful affirmative action plan; 

(d) submission of Employment Information Form or EEO-1/EEO-4 data indicating that the composition of its workforce is at or near parity in the relevant labor market area; and 

(e) promise to set aside a portion of the contract for legitimate minority business enterprises.

-----------------------------------------------

**Signature**    **Title**    **Date**
This form is **MANDATORY** and must be completed, signed, and returned with the vendor’s bid.

**EMPLOYMENT INFORMATION FORM**

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<thead>
<tr>
<th>Vendor/Submitter/Contractor</th>
<th>Contact Person</th>
<th>Date</th>
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</thead>
<tbody>
<tr>
<td>Address</td>
<td>Telephone</td>
<td>Bid Number</td>
</tr>
</tbody>
</table>

Report all permanent full-time or part time employees, including apprentice and on the job trainees. Enter the numbers on all lines and in all columns.

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<thead>
<tr>
<th>JOB CATEGORIES</th>
<th>A WHITE (Not of Hispanic Origin)</th>
<th>B BLACK (Not of Hispanic Origin)</th>
<th>C HISPANIC</th>
<th>D ASIAN or PACIFIC ISLANDER</th>
<th>E AMERICAN INDIAN ALASKAN NATIVE</th>
<th>F PHYSICALLY DISABLED</th>
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<tbody>
<tr>
<td>Officials &amp; Managers</td>
<td>Male - Female</td>
<td>Male - Female</td>
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<td>Professional</td>
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<td>Technicians</td>
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<td>Sales Workers</td>
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<td>Office and Clerical</td>
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<td>Craft Workers (Skilled)</td>
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<td>Operatives (Semi-Skilled)</td>
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<td>Service Workers</td>
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<td>TOTALS of ABOVE</td>
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Do you use minority businesses as subcontractors or suppliers? [ ] Yes [ ] No

If CT based, do you post all employment openings with the State of CT Employment Service? [ ] Yes [ ] No

Do you implement a written Affirmative Action Plan? [ ] Yes [ ] No

Describe your recruitment, hiring, training, and promotion antidiscrimination practices

[ ] I am an individual with no employees.  *(Please sign below. Print or type name beneath signature.)*

[ ] I have submitted a Federal EEO-1 or equivalent.  See attachment. *(Please sign below. Print or type name beneath signature.)*

Signature ___________________________ Title ___________________________ Date ________________
DEFINITIONS OF RACES AND OCCUPATIONS

**RACE/ETHNIC IDENTIFICATION**

A. **WHITE** - (not of Hispanic origin) - All persons having origins in any of the original peoples of Europe, North Africa or the Middle East.

B. **BLACK** - (not of Hispanic origin) - All persons having origins in any of the Black racial groups of Africa.

C. **HISPANIC** - All persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin regardless of race.

D. **ASIAN OR PACIFIC ISLANDER** - 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, for example, China, Japan, Korea, the Philippine Islands, and Samoa.

E. **AMERICAN INDIAN OR ALASKAN NATIVE** - Persons have origins in any of the original peoples of North America, and who maintain cultural identification through tribal affiliation or community recognition.

F. **PHYSICALLY DISABLED** - Persons who have any chronic physical handicap, infirmity or impairment, whether congenital or resulting from bodily injury, organic processes or changes or from illness, including but not limited to blindness, epilepsy, deafness or hearing impaired or reliance on a wheelchair or other remedial appliance or device.

**DESCRIPTION OF JOB CATEGORIES**

01. **OFFICIALS AND MANAGERS** - Occupations requiring administrative and managerial personnel who set broad policies, exercise overall responsibility for execution of these policies, and direct individual departments or special phases of a firm's operations. Include officials, executives, middle management, plant managers, department managers, department manager and superintendents, salaried supervisors who are members of management, purchasing agents and buyers, railroad conductors and yard masters, ship captains, mates and other officers, farm operators and managers, and kindred workers.

02. **PROFESSIONALS** - Occupations requiring either college graduation or experience of such kind and amount as to provide a comparable background. Includes accountants and auditors, airplane pilots, and navigators, architects, artists, chemists, designers, dietitians, editors, engineers, lawyers, librarians, mathematicians, natural scientists, registered professional nurses, personnel and labor relations specialists, physical scientists, physicians, social scientists, teachers, and kindred workers.

03. **TECHNICIANS** - Occupations requiring a combination of basic scientific knowledge and manual skill which can be obtained through two years of post high school education such as offered in many technical institutes and junior colleges, or through equivalent on-the-job training. Includes computer programmers, drafters, engineering aids, junior engineers, mathematical aides, licensed, practical or vocational nurses, photographers, radio operators, scientific assistants, surveyors, technical illustrators, technicians, (medical, dental, electronic, physical science), and kindred workers.

04. **SALES WORKERS** - Occupations engaging wholly or primarily in direct selling; Includes: advertising agents and salesmen, insurance agents and brokers, real estate agents and
brokers, stock and bond salesmen, demonstrators, salesmen and sales clerks, and kindred workers.

05. OFFICE AND CLERICAL WORKERS - Includes all clerical-type work regardless of level of difficulty, where the activities are predominately non-manual though some manual work not directly involved with altering or transporting the products is included. Includes: bookkeepers, cashiers, collectors (bills and accounts), messengers and office boys, office machine operators, shipping and receiving clerks, stenographers, typists and secretaries, telegraph and telephone operators, and kindred workers.

06. CRAFT WORKERS (SKILLED) - Manual workers of relatively high skill level having a thorough and comprehensive knowledge of the processes involved in their work. Exercise considerable independent judgment and usually receive an extensive period of training. Includes: the building trades, hourly paid foremen and leadmen who are not members of management, mechanics and repairmen, skilled machining occupations, compositors and typesetters, electricians, engravers, job setters (metal), motion picture projectionists, pattern and model makers, stationary engineers, tailors and tailoresses, and kindred workers.

07. OPERATIVES (SEMI-SKILLED) - Workers who operate machine or processing equipment or perform other factory-type duties of intermediate skill level which can be mastered in a few weeks and require only limited training.

08. LABORERS (UNSKILLED) - Workers in manual occupations which generally require no special training. Perform elementary duties that may be learned in a few days and require the application of little or no independent judgment. Includes; garage laborers, car washers and greasers, gardeners (except form) and groundskeepers, longshoremen and stevedores, lumbermen, digging, mixing, loading, and pulling operations, and kindred workers.

09. SERVICE WORKERS - Workers in both protective and non-protective service occupations. Includes: attendants (hospital and other institution, professional and personal service), barbers, charwomen and cleaners, cooks (except household), counter and fountain workers, elevator operators, firemen and fire protection, guards, watchmen and doorkeepers, stewards, janitors, policemen and detectives, porters, waiters and waitresses, and kindred workers.

10. APPRENTICES - Persons employed in a program including work training and related instruction to learn a trade or craft which is traditionally considered an apprenticeship, regardless of whether the program is registered with a Federal or State agency.

11. TRAINEES - Persons engaged in formal training for craft workers when not trained under apprentice programs - operative, laborer, and service occupations; also persons engaged in formal training for official, managerial, professional, technical, sales, office, and clerical occupations.
General Conditions and Requirements

Important Note: All respondents must be willing to adhere to the following conditions and must positively state this in their submission.

1. Any product, whether acceptable or unacceptable to the Selection Committee, submitted as a result of the RFP/Q or any subsequent agreement is to be the property of the CRDA, except as otherwise agreed to in such subsequent agreement.

2. The Candidate agrees that its submission will remain valid for a period of 90 days after the closing date for the submission and may be extended beyond that time by mutual agreement.

3. The Selection Committee may amend or cancel this RFP/Q, prior to the due date and time, if the Selection Committee deems it to be necessary, appropriate or otherwise in the best interests of the CRDA or the State. Failure to acknowledge receipt of amendments, in accordance with the instructions contained in the amendments, may result in a Candidate’s submission not being considered.

4. The Candidate must certify that the personnel identified in its response to the RFP/Q phase of this solicitation will be the persons actually assigned to the project. Any additions, deletions or changes in personnel from the submission during the course of the project must be approved by the CRDA, with the exception of personnel who have terminated employment. Replacements for personnel who have terminated employment are subject to approval by the CRDA. At its discretion, the CRDA may require the removal and replacement of any of the Candidate’s personnel who do not perform adequately, regardless of whether they were previously approved by the CRDA.

5. Any costs and expenses incurred by Candidates in preparing or submitting submissions are the sole responsibility of the Candidate. A Candidate, if requested, must be prepared to present evidence of experience, ability, service facilities, and financial standing necessary to satisfactorily meet the requirements set forth or implied in the submission.

4. No additions or changes to the original submission will be allowed after submittal. While changes are not permitted, clarification of submissions may be required by the Selection Committee at the Candidate’s sole cost and expense.

5. Any proposal submitted under this solicitation may only be withdrawn by letter of request, signed by the Candidate and presented to Mrs. Gaffey, prior to the time deadline for submission.

6. Any proposal received after the deadline for submissions will not be opened.

7. The Candidate represents and warrants that the submission is not made in connection with any other Candidate and is in all respects fair and without collusion or fraud. The Candidate further represents and warrants that they did not participate in any part of the RFP/Q development process, had no knowledge of the specific contents of the RFP/Q prior to its issuance, and that no agent, representative or employee of the State participated directly in the Candidate’s submission preparation.

8. All responses to the RFP/Q must conform to instruction. Failure to provide requested information or to follow the requested format may be considered appropriate cause for rejection of the submission.

9. Rejection for Unresolved Contractual Disputes. The Selection Committee reserves the right to reject the final submission of any Candidate that is party to any on-going contractual dispute with the State.
Rights Reserved To the Selection Committee

The Selection Committee reserves the right at its sole and absolute discretion to extend any of the actual or proposed dates in the time schedule applicable to all Candidates, and further reserves the right to reject any and all submissions from any or all candidates and to republish the RFP/Q. The Selection Committee also reserves the right at its sole and absolute discretion to terminate the RFP/Q process at any time prior to execution of any agreement.

The Selection Committee reserves the right to award in part, to reject any and all submissions in whole or in part, to waive technical defect, irregularities and omissions if, in its judgment, the best interest of the CRDA and/or the State will be served; for misrepresentation or when the Candidate is in default of any prior State contract; or if the submission limits or modifies any of the terms and conditions and/or specifications of the RFP/Q.

The Selection Committee reserves the right to correct inaccurate awards resulting from its clerical errors. This may include, in extreme circumstances, revoking the awarding of a contract already made to a Candidate and subsequently awarding the contract to another Candidate. Such action on the part of the Selection Committee shall not constitute a breach of contract on the part of the Selection Committee since the contract with the initial Candidate is deemed to be void and of no effect as if no contract ever existed between CRDA and the Candidate.

CRDA is an Equal Opportunity and Affirmative Action employer and does not discriminate in its hiring, employment or business practices. The CRDA is committed to complying with the Americans with Disabilities Act of 1990 (ADA) and does not discriminate on the basis of disability in admission to, access to, or operation of its programs, services or activities.