REQUEST FOR PROPOSALS

OPERATIONS AND MAINTENANCE CONTRACTOR
(the "O&M Contractor")

October 23, 2026

This Request for Proposals includes the following:

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CRDA RFP 27-011

EXHIBIT LIST

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CRDA OPERATIONS & MAINTENANCE RFP -Summary
Connecticut Convention Center CUP

The following is intended to provide an overview of the proposed O&M RFP for the Central Utility Plant ("CUP") at the Connecticut Convention Center ("CCC"). This summary is not intended to replace the RFP.

Hours of Operation – The CUP will provide steam and chilled water 24x7 to the CCC, the Hartford Marriott Downtown Hotel (the "Marriott"), and the Connecticut Science Center ("CSC").

Manning Levels – O&M Contractors are requested to provide pricing for providing seven days per week coverage according to the following schedule:

Schedule 1

O&M Staff	**Shifts**
Supervisor	Monday – Friday (7:00 am to 3:30 pm)
Operator 1	Monday – Wednesday (12:00 pm – 10:00 pm) Sunday (10:00 am – 8:00 pm)
Operator 2	Wednesday – Friday (12:00 pm – 10:00 pm) Saturday (10:00 am – 8:00 pm)

Standard Wage – State of Connecticut Standard Wage Laws will apply

Basic Services

- 24x7 operations
- Perform Preventative Maintenance program as specified by the manufacturers. Perform minor repairs as required
- Adherent to Standard Operating Procedures
- Management oversight of O&M services including purchasing functions, safety programs, environmental compliance, etc.

Additional Services – Additional services shall be defined as major repairs or overhaul services beyond the scope of preventative maintenance as defined in the manufacturer's recommendations.

Maintenance Parts and Consumables – O&M CONTRACTOR in consultation with CRDA will develop spare parts and consumables inventory requirements, O&M CONTRACTOR will purchase and maintain inventory of spare parts and consumables. CRDA will reimburse O&M CONTRACTOR for spare parts and consumables. Personal Protective Equipment, hand tools, uniforms and office supplies will be provided by O&M CONTRACTOR at their expense.

Contract Start Up - O&M CONTRACTOR will be required to have Supervisor on site 30 days prior to contract start.

Water Treatment Program- O&M CONTRACTOR in consultation with CRDA will develop and administer Water Treatment Program. Cost will be borne by CRDA.

CONNECTICUT CONVENTION CENTER
REQUEST FOR PROPOSAL ("RFP")
FOR CENTRAL UTILITY PLANT O&M CONTRACTOR

1. GENERAL:

1.1 ADRIAEN'S LANDING DEVELOPMENT:

The Adriaen's Landing development is $771.0 million mixed-use development located in downtown Hartford, Connecticut. The 30-acre site is bordered by Prospect Street to the west, I-91 to the east, State Street to the North and the Whitehead Highway to the south. Uses consist of a Convention Center, a Marriott Hotel, the Connecticut Science Center, as well as a proposed residential and entertainment/retail district. The CUP provides chilled water and steam to the CCC, the Marriott, and the CSC.

1.2 CENTRAL UTILITY PLANT DESCRIPTION:

The CUP is composed of a 9,500 square foot structure located on a mezzanine level of the CCC housing the steam generating equipment, central plant chillers, chilled water and condenser water pumps, control room and balance of plant. The CUP's distribution network includes chilled water supply and return lines, high-pressure steam, and condensate. The cooling towers and accessories are located on the roof of the CCC. Located under the entrance ramp for the parking garage are two (2) 25,000 gallon fuel oil tanks and accessories.

For purposes of this agreement, the CUP will consist of all equipment directly connected to operation of the CUP located within the physical boundaries of the CUP including, but not limited to, boilers, chillers, piping, wires, controls, fans, drains, supports, lighting, fire protection, etc. This agreement will also cover equipment not physically located within the CUP but connected with the CUP such as steam, chilled water and condensate piping up to the demising point, condensate pumps and receivers.

The equipment located in the CUP comprises, but is not limited to, the equipment listed in Attachment 1.

2.0 SCOPE OF WORK:

2.1 Description of Services:

The O&M CONTRACTOR shall provide all management, supervision, labor, materials, supplies, repairs, maintenance, parts, tools, and equipment, and shall plan, schedule, coordinate and ensure completion of all contract requirements specified within the contract documents at the CUP and as defined in the

manufacturer's recommendations. The O&M CONTRACTOR shall be fully responsible for the operations, repairs, scheduled preventive maintenance and equipment certifications necessary to effectively operate and maintain all building equipment and systems installed as listed in Attachment 1. The O&M CONTRACTOR shall also provide additional services as required by CRDA such as repair services, and project support work (new work).

The O&M CONTRACTOR shall be required to operate the facilities covered by this contract during all emergency situations such as fires, accident and rescue operations, strikes, civil disturbances, natural disasters, and the like. The O&M CONTRACTOR Supervisor and his designated staff shall become thoroughly familiar with the CCC emergency plan. Reasonable participation in emergency plans related to the CUP shall be mandatory in the event of a related emergency regardless of the time of occurrence. The O&M CONTRACTOR shall be responsible for supporting the CCC emergency plans by performing specific actions as required by the CCC as part of the basic services portion of this contract.

2.2 Steam Service:

Within the first 30 days of commencing this O&M agreement, the O&M CONTRACTOR and CRDA will establish operating protocols and efficiency standards for steam-generating equipment that will be adhered to for the balance of the contract term.

2.3 Chilled Water Service:

The O&M CONTRACTOR will provide chilled water at 42° F and 100 psig to the CCC Point(s) of Delivery. Chilled water will be returned by the customers at 57° F. Chilled water shall be provided 24 hours per day 7 days per week during the chilling season (as defined by CRDA) and at other times as may be needed by the CCC or other customers of the CUP. Any required outages of the chilled water system will be coordinated with the customers of the CUP.

Within the first 30 days of commencing this O&M agreement the O&M CONTRACTOR and CRDA will establish operating protocols and efficiency standards for chilled water system components that will be adhered to for the balance of the contract term.

NOTE: The current HVAC vendor for the CUP is TRANE. CRDA has a full service agreement that runs through 09-30-2028 for the chillers.

2.4 Basic Services:

The Basic Services portion of this requirement is intended to encompass performance of all services to:

- Operate the facilities on a 24 x 7 basis
- Provide watch standing personnel in accordance with Schedule 1 above;

- Perform all service calls and repairs issued by the CCC as service calls.
- Perform preventive and corrective maintenance and certification in accordance with manufacturers' recommendations.
- Provide the services to manage the work at the CUP.
- Maintain accurate logs of all equipment operation.
- Maintain accurate logs of all energy flow into and out of the CUP including daily readings of electricity, natural gas, fuel oil and water usage and daily production of steam and hot water delivered to the CUP and the customers. This will be maintained in enough detail for the CRDA management to accurately apportion the costs of production.
- Perform project planning and cost estimating of all additional repair work or new work related to the CUP requested by CRDA as part of basic services.
- Review and update Standard Operating Procedures for CUP equipment included in the attached Scope on an annual basis.
- Review and update Preventative Maintenance Schedules in accordance with equipment manufacturer recommendations, good industry practices, and operating experience for CUP equipment included in the attached Scope on an annual basis.
- Attend coordination meetings with CRDA to plan and coordinate maintenance.
- Establish a disaster recovery site remote from the CCC.
- Create and publish to the CCC Director of Engineering, CRDA, and the CUP customers and its staff, O&M Contractor's procedure for handling emergency calls from the CUP. This document shall contain the names and phone numbers of those individuals who are "on call" so that in the event of an emergency, the CUP customers, the Director of Engineering and his staff shall be able to contact that individual directly and immediately.

The Basic Services portion of this O&M Contract will be performed on a fixed price basis as bid on the attached pricing sheet.

2.5 Additional Services:

Additional services shall be defined as major repair or overhaul services beyond the scope of preventative maintenance as defined in the manufacturer's recommendations.

The O&M CONTRACTOR will, when authorized by CRDA, perform additional services on a cost plus basis. Mark ups for labor and materials will be as bid on the attached pricing sheet.

2.6 Phase-In Planning/Staffing:

During the 20-calendar day period prior to the start of full contract operations, the O&M Contractor's supervisor or appropriate designee, shall be on-site at the CUP to observe all operations pertinent to the contract requirements, including office functions, procedures, operations, repair/maintenance, and any other operations as deemed necessary by CRDA, that will enable O&M CONTRACTOR personnel to become both knowledgeable in, and familiar with, their assigned areas of responsibility.

2.7 Contract Start

The O&M CONTRACTOR shall assume full responsibility for normal operations and maintenance of all CUP systems and equipment at the beginning of the contract term; hence, the O&M CONTRACTOR shall provide a work force that is fully qualified and capable of performing all work required under this contract at this time.

2.8 Contract Phase-Out Inspection

On a date not later than sixty (60) calendar days prior to the expiration of the contract, the CRDA or its designee and the O&M CONTRACTOR shall make a complete and systematic joint inspection of the Contractor's areas, CRDA furnished equipment, mechanical rooms, and building systems and equipment covered by this contract. The CRDA and the O&M CONTRACTOR shall identify all deficiencies other than normal wear and tear that need to be corrected by the O&M CONTRACTOR before the expiration of this contract.

3.0 GENERAL RESPONSIBILITIES:

The O&M CONTRACTOR will be for the term of the contract:

- Provide sufficient qualified personnel to perform the Work.
- Furnish the services of all business and project managers, supervisors, and other personnel to manage and control the Work.
- Assure that the CUP is operated and maintained in full compliance with all applicable federal, state and local laws, codes, standards and regulations, as well as good engineering practices.
- Furnish, or cause to be furnished, and maintain in force insurance in the types and amounts set forth.
- Coordinate insurance inspections with State of Connecticut regulations.

- Furnish the services of administrative, operating, maintenance and technical personnel for the operation and maintenance of the Plant.

3.1 Reporting Responsibilities:

The O&M CONTRACTOR shall provide monthly reports which shall include but not be limited to produced energy quantities, fuel and consumables usage, chiller and boiler operating efficiency, safety and incident reports, outages, planned outages, climatic statistics, monthly and prior year comparative data and maintenance. O&M Contractor shall also provide a comprehensive annual report regarding cumulative data on the above, projected fuel use, and projected outage and maintenance schedules. The annual report shall also include O&M Contractor's recommendations regarding Facility capital improvements, and improvements in the efficient, safe and reliable operation of the Facility.

3.2 Procurement Responsibilities:

Procurement refers to those activities which begin with the identification of a need for goods or services and conclude with supply of the specific equipment, materials, or services. The O&M Contractor's procurement responsibilities include the following tasks:

- Use of qualified and CRDA approved vendors and subcontractors.

- Arrange vendor representatives for equipment and instrument installation, commissioning, and startup, as required.

- Provide procurement services for required spare parts, consumables and services, including all required repair maintenance and overhauls by outside vendors for CUP as part of Basic Services.

3.3 Efficiency and Reliability Requirements:

CRDA expects the O&M CONTRACTOR to implement and complete all reasonable efficiency enhancing and cost reduction measures that are mutually agreeable to the parties in the operation and maintenance of the Facility. Measures that are implemented by the O&M CONTRACTOR should achieve the highest practicable energy and cost savings at CUP. CRDA expects that efficient operation of the Facility by the CONTRACTOR will yield reliable, high-quality energy at the lowest reasonable cost.

3.4 Maintenance Responsibilities:

The CUP is to be maintained through a combination of preventive maintenance, corrective maintenance and scheduled overhauls throughout the duration of the Agreements.

All maintenance and overhauls will, at a minimum, be in accord with manufacturer's guidance to maximize the anticipated equipment life and reliability.

Maintenance and overhaul planning will be considered Basic Services. Outside vendor support of overhauls will be considered as Additional Services.

Equipment is to be operated in a manner that will maximize life and reliability. No equipment is to be operated beyond nameplate parameters.

Operating and maintenance logs are to be available for CRDA to review at all reasonable times during the Term of the Agreements.

3.5 Water Treatment Program:

The O&M CONTRACTOR in consultation with CRDA shall develop a complete water treatment program during the twenty-day phase-in period for the systems listed below:

(1) Condensate systems
(2) Boilers
(3) Hot Water Heating Systems
(4) Chilled water systems
(5) Condenser water systems
(6) Piping Coupons

The water treatment program and services supplied by the O&M CONTRACTOR should be specifically formulated for each type of system, according to the recommendations of a chemist, laboratory, or firm that specializes in the water treatment field. CRDA will be responsible for the cost of the water treatment system including chemicals, testing and outside service companies expense. The O&M contractor will pass these costs on to CRDA without markup.

Daily checks of each water system will be made by the O&M CONTRACTOR. Logs will be kept of chemical tests, dosages and consumptions and presented monthly to CRDA.

Chemicals shall be approved and used in compliance with current water pollution regulations of the county, state, and Environmental Protection Agency. Any fines and fees imposed by the county/state will be the full responsibility of the contractor.

NOTE: The current water treatment vendor for the CUP is NALCO Company.

3.6 Monthly Coordination Meetings:

Monthly coordination meetings shall be held in order to plan and coordinate maintenance and operation issues. The O&M CONTRACTOR shall set the agenda and provide meeting minutes.

3.7 Warranties:

The O&M CONTRACTOR shall serve as the point of contact and coordinate all CUP equipment related warranty issues. The O&M CONTRACTOR shall be fully responsible for executing all warranties that are related to equipment in their scope of work and to keep CRDA advised in writing of any warranty issues in dispute by the manufacturer. If the O&M CONTRACTOR has difficulties in enforcing warranties with a specific manufacturer, CRDA will attempt to help the O&M CONTRACTOR resolve disputes with the manufacturer. Should the contractor's action nullify a warranty, the O&M CONTRACTOR shall assume responsibility for all systems, equipment, and related work until the warranty expires.

3.8 Utilities:

Utilities will be provided from existing outlets at no cost to the O&M CONTRACTOR. Utilities are limited to electricity, sewerage, water, heat, air conditioning, a cell phone, and local telephone service.

3.9 Fuels:

CRDA will provide all fuels associated with utilities heating and cooling, emergency generators, etc. The O&M CONTRACTOR shall notify CRDA in writing when the level of fuel in any tank reaches 50% full capacity. The O&M CONTRACTOR shall be responsible for accepting the fuel and delivering the fuel to the applicable item of equipment.

3.10 Maintenance Spares and Consumables:

Within the first 60 days of the commencement of the term of this contract the O&M CONTRACTOR and CRDA will establish a list of consumables and spare parts by type and quantity, that will be maintained at the CUP for the duration of the contract. It will be part of the Basic Services portion of this contract for the O&M CONTRACTOR to purchase on behalf of Owner and maintain this inventory of spares.

The expense for all parts and consumables purchased by the O&M CONTRACTOR for the CUP will be reimbursed by the CRDA at cost in a timely manner.

At the completion of this contract the spare parts inventory will be required to be full and complete.

3.11 Hand Tools, Cleaning and Office Supplies:

The O&M CONTRACTOR, at his own expense, shall maintain at the site a full complement of hand tools, cleaning and office supplies necessary to fulfill the Basic Services portion of this agreement. The contractor will be required to provide any offsite computer equipment necessary to remotely read and control the plant via the CUP's existing Siemens control system.

3.12 Drawings:

Any and all drawings and/or schematics developed by the O&M CONTRACTOR for any of the equipment, systems, or subsystems covered by the contract shall become the property of CRDA, a reproducible copy of which shall be supplied to CRDA upon completion. In addition, the O&M CONTRACTOR shall update as-built drawings of current CRDA facility drawings to reflect any changes resulting from repair work within 5 business days after the changes occur.

3.13 Personal Protective Equipment:

The O&M CONTRACTOR shall supply proper employee protective clothing, footwear, gloves, head gear, ear plugs, safety eyewear (not prescription lenses), etc., as required for the maintenance tasks required under this contract.

3.14 Uniforms:

The O&M CONTRACTOR shall furnish the required uniforms (shirt, long pants) with the Contractor's and employee's name permanently attached to the shirt. Uniforms (color and type) shall be accepted by CRDA. All O&M CONTRACTOR personnel performing under the contract shall wear the accepted uniforms at all times while on duty beginning with the first day of employment. Additionally, these uniforms shall be worn in a manner that they present neat, orderly appearance at the beginning of each work day

3.15 Warranty of Services:

The O&M CONTRACTOR shall warrant all workmanship, materials, equipment, and services provided under the terms of this contract for a minimum of one year or the manufacturer's period of warranty, whichever is longer, from the date of CRDA acceptance of work. Any rework or repair due to poor workmanship will be at the O&M Contractor's expense.

3.16 Safety Training:

The O&M CONTRACTOR will develop a comprehensive safety training program for the CUP and provide training to CUP employees in safety training including but not limited to lockout–tagout, confined space entry, hazardous materials, refrigerant certifications etc.

3.17 Personnel Requirements

The O&M CONTRACTOR shall provide adequate numbers of qualified personnel to ensure satisfactory performance of the services required by this contract. The O&M CONTRACTOR shall adhere to any special certification, licenses, or training requirements required by Federal, State or Local Jurisdictions. The O&M

CONTRACTOR shall submit evidence of personnel qualifications to CRDA for review and shall receive written acceptance by CRDA prior to personnel being assigned to the contract. In addition, CRDA may prevent a contractor employee from performing duties under this contract until the Contractor has substantiated his/her qualifications. Resumes of all personnel shall be provided during the phase-in period and subsequently any replacement personnel resumes shall be provided to CRDA for approval/consideration at least fourteen (14) days in advance of when the Contractor wants the employee to begin work. All replacement personnel shall meet or exceed all of the original personnel qualification requirements.

The O&M CONTRACTOR will be required to perform background checks of all employees of the CUP prior to employment including drug testing and present the results of background checks and drug testing to CRDA at least fourteen (14) days in advance of when the Contractor wants the employee to begin work.

3.18 Training Requirements

The O&M CONTRACTOR shall conduct the following training for Contractor personnel. Documentation of all training completed shall be submitted to CRDA on an annual basis.

3.18.1 Safety Training

The O&M CONTRACTOR shall conduct safety meetings with Contractor employees to ensure compliance with all safety rules, directives and regulations.

3.18.2 Lockout/Tag out Training

The O&M CONTRACTOR shall ensure all personnel performing lockout/tag out (LO/TO) of energy sources are fully trained and the procedures for lockout/tag out are in accordance with 29 CFR 1910.147. Documented procedures for LO/TO must be adhered thereto.

3.18.3 Respiratory Protection Training

The O&M CONTRACTOR shall develop and maintain a respiratory protection program in accordance with 29 CFR 1910.134.

3.18.4 Sexual Harassment and Equal Employment Opportunity Training

All O&M CONTRACTOR personnel shall receive specific training on prevention of sexual harassment and Federal equal employment opportunity regulations and laws for the work place.

3.19 Safety

All work shall be conducted in a safe manner in accordance with Occupational Health and Safety (OSH) regulations 29 CFR 1910 and 29 CFR 1926. The O&M CONTRACTOR employees shall wear the required Personal Protective Equipment (PPE), including, but not limited to, safety shoes, and head, ear, and eye protection when and where required. It is the Contractor's responsibility to provide employees with PPE and to replace worn or defective equipment as required by Federal and State Occupational Safety and Health Agency (OSHA) standards.

4.0 TERM:

The contract agreement between the O&M CONTRACTOR and the CRDA will be a five (5) year agreement, cancelled after three (3) years at the sole discretion of CRDA.

5.0 CORRESPONDENCE AND COMMUNICATIONS:

5.1 All correspondence in connection with this RFP and the O&M Contractor's Proposal shall be addressed to:

Capital Region Development Authority
100 Columbus Boulevard, Suite 500
Hartford, CT 06103-2819
Attention: Erica Levis

elevis@crdact.net
(w) 860.527.0100

All inquiries must be in writing and directed exclusively to Ms. Levis

5.2 Electronic copies of the Proposal(s) shall be E-mailed to Ms. Levis no later than November **20, 2026 by 3:00 P.M**. at the above E-mail address.

5.3 The O&M CONTRACTOR is requested to provide CRDA within three (3) days of the receipt of the RFP, the name of the person who will be the principal point of contact for the O&M CONTRACTOR with regard to the RFP and its Proposal and the additional information, as shown:

Name
Title
Company Name
Address
Telephone Number
Fax Number
E-Mail Address

The address should be specific (including location, suite, floor, and/or room numbers as appropriate) to allow for reliable receipt and delivery of

correspondence. The address should be to a physical street address, not a Post Office Box.

5.4 All communications between CRDA and the O&M CONTRACTOR shall be in writing and sent to the person and addresses above.

6.0 PRE-BID CONFERENCE & QUESTIONS:

6.1 There will be a Pre-Bid Conference and site walkthrough on **Tuesday, November 3, 2026 at 10 AM**. Proposers are requested to meet at CRDA's offices at 100 Columbus Blvd. 5th floor. Attendance is strongly encouraged.

6.2 All questions regarding this RFP and submission requirements must be directed, in writing, to Ms. Levis by **Friday, November 6, 2026 at 1:00 PM**. Written responses to all questions will be posted by **Tuesday, November 10th, 2026,** on the CRDA Web site at www.crdact.net / about us / RFPs.

7.0 SCHEDULE:

Issue RFP:	October 23, 2026
Site Walk Through:	November 3, 2026 at 10:00 AM
Questions from Proposers Due:	November 6, 2026 at 1:00 PM
Answers Released:	November 10, 2026
Proposals Due:	November 20, 2026 at 3 PM
O&M CONTRACTOR Presentations:	December 1, 2026
Select O&M CONTRACTOR:	December 2, 2026
Commence Pre-Operational Tasks:	December 11, 2026
Full commercial Operation:	January 1, 2027

8.0 BASIS FOR PROPOSAL EVALUATION:

Submitted proposals from interested O&M Contractor's will be evaluated and rated according to (1) professional qualifications of firm personnel assigned to this project, (2) the firm's experience and past performance on similar projects, (3) proposer's work plan, (4) a fee proposal, and (5) firm's demonstrated commitment to affirmative action. CRDA retains the right under this selection to award additional services to the preferred O&M CONTRACTOR.

9.0 COST OF PROPOSAL AND O&M CONTRACTOR SELECTION:

The cost of preparation of each O&M Contractor's Proposal is to be borne entirely by the O&M CONTRACTOR. CRDA will not be responsible for any costs incurred by the O&M CONTRACTOR or their subcontractors and vendors for any reason whatsoever.

All Proposals submitted become the property of CRDA.

CRDA will make reasonable efforts to maintain the confidentiality of the Pricing and Technical Proposals of the O&M CONTRACTOR. Bidders are not to submit any information which they consider proprietary.

Upon receipt of and analysis of the Proposals, the O&M CONTRACTOR may be requested to confer with CRDA and may be asked for supplemental information, which will amend their Proposal.

CRDA may choose not to select the lowest price bidder. CRDA may select an O&M CONTRACTOR, select other vendors, or choose to operate the CUP itself. The O&M CONTRACTOR, their sub-contractors and vendors will not be entitled to any compensation from CRDA for any reason.

All Proposals are firm for a period of 60 days after submittal; after which they may be withdrawn by written notice of the O&M CONTRACTOR.

The only costs of service to be borne by CRDA are the costs described in the Pricing Proposal.

10.0 TECHNICAL PROPOSAL:

10.1 Project Narrative:

As part of the technical proposal the potential O&M Contractor's are to submit a written description of the following:

- Staffing levels
- Operator qualifications
- Maintenance procedures
- PM Procedures
- Emergency procedures

10.2 Reference Projects:

As part of the technical proposal the potential O&M Contractor's are to submit narratives of similar projects that they have operated within the State of Connecticut, including publicly financed projects.

10.3 Key Personnel:

The O&M CONTRACTOR shall include the résumés of key personnel from its staff that will be working on and directly involved with CRDA. Included with the résumés will be an organization chart showing each individual's position and lines of authority.

CRDA may object, for any reason whatsoever, to the qualifications of any of the personnel assigned to the CUP Project, and these individuals are to be withdrawn from the Project.

11.0 PRICING PROPOSAL:

The O&M CONTRACTOR is to submit a Pricing Proposal, inclusive of:

Basic Services Charge, which is representative of the cost of providing the Basic Scope of Services and,

Additional Services Rate Schedule, which shall include rate schedules for labor and percentage markups for goods and services that may be required from time to time.

The Pricing proposal shall be submitted in the following format:

Base Services Contract Management, Overhead, and Staffing Costs – This will be a fixed fee, payable monthly for management services, Operations and Maintenance staff at the CUP according to the following schedule:

Schedule 1

O&M Staff	**Shifts**
Supervisor	Monday – Friday (7:00 am to 3:30 pm)
Operator 1	Monday – Wednesday (12:00 pm – 10:00 pm) Sunday (10:00 am – 8:00 pm)
Operator 2	Wednesday – Friday (12:00 pm – 10:00 pm) Saturday (10:00 am – 8:00 pm)

In this fixed fee the contractor should include all costs for management, supervision, overheads, insurance, profit, wages, benefits, fringe, overtime, vacation and personal time that may be required. Any escalations over the term of the contract must be specified.

Additional Services Rate Schedule: The O&M CONTRACTOR will specify his hourly rates for each position indicated including engineering support, procurement services, and electricians. In this section the O&M CONTRACTOR must specify any markups that the Contractor will charge on goods and services procured and/or managed on behalf of CRDA.

Alternate Base Services Staffing Costs: O&M Contractor may provide an alternate pricing proposal, which shall include labor rates for emergency calls and additional services. Any escalation over the term of the contract must be specified. CRDA reserves the right, with 180 days' notice, to invoke the Alternate Base option for the remainder of the term of any contract resulting from this RFP.

11.1 Form of Proposal:

The Proposal is to be submitted in the form indicated. Additional Alternate forms of the Pricing Proposal may be offered; however, the form of the Pricing Proposal contained in this Proposal must also be provided or the Proposal will not be considered responsive.

The Proposals are to be organized as follows:

- Technical Proposal.
- Pricing Proposal.

12.0 INTENTIONALLY OMITTED.

13.0 INTENTIONALLY OMITTED.

14.0 INSURANCE REQUIREMENTS:

O&M CONTRACTOR shall not commence work until it has obtained all insurance referred to herein, provided proof as set forth and such insurance has been approved by CRDA.

O&M CONTRACTOR shall secure, pay for and maintain the following insurance policies in full force and effect during the term of the agreement:

14.1 Workers' Compensation affording coverage under the Workers' Compensation laws of the State of Connecticut, and Employer's Liability coverage subject to a limit of no less than $500,000 for each employee, $500,000 for each accident and disease and $500,000 policy limit.

14.2 Commercial General Liability Insurance for limits of $1,000,000 per occurrence. Bodily Injury and Property Damage combined, $1,000,000 per occurrence. Personal and Advertising Injury, $2,000,000 Aggregate Products and Completed Operations Liability and $2,000,000 General Aggregate limit per location.

14.3 Business Automobile Liability Insurance for Bodily Injury and Property Damage in the amount of $1,000,000 combined and covering all owned, non-owned and hired vehicles.

The liability policies shall be written on an occurrence basis with no deductible.

The liability policies shall be endorsed to name "CRDA" as "Additional Insureds". The definition of "Additional Insureds" shall include Partners, Officers, Directors, Employees, Agents and Representatives of the named entity including any managing agent. Further, coverage for the "Additional Insureds" shall apply on a primary basis, regardless of any other insurance, whether collectible or not.

14.4 Umbrella Liability Insurance at not less than a $5,000,000 limit providing excess coverage over all limits and coverages noted in paragraphs (1), (2) and (3) above. This policy shall be written on an occurrence basis.

14.5 Professional Liability Insurance (Errors and Omissions) in amounts no less than $1,000,000 per occurrence and in the aggregate.

All policies noted above shall be written with insurance companies licensed to do business in the State of Connecticut and rated no lower than A- in the most current edition of A.M. Best's Property-Casualty Key Rating Guide.

All policies shall be endorsed to provide that in the event of cancellation, non-renewal or material modification, Owner shall receive 30 days written notice.

Contractor shall furnish Owner with certificates of insurance evidencing compliance with all insurance provisions noted herein no later than 5 days prior to commencement of work.

Indemnification / Hold Harmless:

The O&M CONTRACTOR shall, to the fullest extent permitted by law and at its own cost and expense (which may include insurance proceeds), defend, indemnify and hold CRDA, its partners, directors, officers, employees, servants, representatives and agents harmless from and against any and all claims, loss (including but not limited to attorneys' fees, witnesses' fees and all court costs), damages, expense and liability (including statutory liability), resulting from injury, disease or death of any person or damage to or loss of any property arising out of any negligent or wrongful act, error, omission or breach of contract, in connection with the performance of the contractor and/or its subcontractors, agents or employees.

The foregoing indemnity shall include injury, disease or death of any employee of the contractor and shall not be limited in any way by any amount or type of damages, compensation or benefits payable under any applicable Workers' Compensation, Disability Benefits or other similar employee benefits act.

The O&M CONTRACTOR agrees to waive its rights of subrogation against the Owner, its partners, directors, officers, employees, servants, representatives and agents applicable to any claims brought against the owner by the contractor's employees.

15.0 RFP CONDITIONS

All bidders shall adhere to the following conditions:

15.1. CRDA is an Equal Opportunity and Affirmative Action employer and does not discriminate in its hiring, employment, or business practices. 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.

15.2. Any product, whether acceptable or unacceptable, developed under a contract awarded as a result of the RFP is to be the sole property of CRDA. Any and all drawings and/or schematics developed by the bidder for any of the equipment, systems, or subsystems covered by the contract shall become the property of CRDA, a reproducible copy of which shall be supplied to CRDA upon completion.

15.3. Timing and sequence of events resulting from this RFP will ultimately be determined by CRDA.

15.4. The bidder's proposal shall remain valid for a period of **60 days** after the closing date for the submission and may be extended beyond that time by mutual agreement.

15.5. CRDA may amend or cancel this RFP, prior to the selection date and time, if CRDA deems it to be necessary, appropriate or otherwise in the best interests of CRDA. Failure to acknowledge receipt of amendments, in accordance with the instructions contained in the amendments, may result in a firm's proposal not being considered.

15.6. The bidder shall agree to adhere to any special certification, licenses, or training requirements required by Federal, State or Local Jurisdictions. In addition, CRDA may prevent a Contractor employee from performing duties under this contract until the Contractor has substantiated his/her qualifications.

15.7. Any costs and expenses incurred by bidders in preparing or submitting proposals are the sole responsibility of the bidder.

15.8. A bidder 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 proposal.

15.9. No additions or changes to the original proposal will be allowed after submission. While changes are not permitted, clarification of proposals may be required by CRDA at the bidder's sole cost and expense.

15.10. CRDA believes that all information contained within this RFP document, and any related documents, is complete and accurate, but cannot guarantee it. It is the responsibility of each Bidder to carefully examine the contents of this Request for Proposal (RFP) and any related documents. Any ambiguities or inconsistencies shall be brought, in writing, to the attention of Ms. Levis, no later than November 6, 2026 at 1:00 PM.

15.11. CRDA reserves the right to engage in simultaneous discussions with more than one Bidder and to terminate discussions with any Bidder at any time. CRDA further reserves the right

under this selection to award additional related services to the selected Bidder. No award shall be final and effective, and no contract rights shall arise, unless and until a Contract is executed.

15.12. The bidder represents and warrants that the proposal is not made in connection with any other bidder and is in all respects fair and without collusion or fraud.

15.13. All responses to the RFP must conform to instruction. Failure to include any required signatures, provide the required number of copies, meet deadlines, answer all questions, follow the required format, or failure to comply with any other requirements of this RFP may be considered appropriate cause for rejection of the response.

15.14. The Proposal shall assume all liability for loss or damage to materials or work performed, and for death, injury, or property damage from work under this contract, subject to customary contractual limitations.

15.15. Bidder certifies that materials offered in the Proposal shall be new and shall make no substitutions of material or equipment specified without prior written consent.

15.16. The awarding authority, CRDA, reserves the right to waive technical defects or to reject any and all bids.

15.17. Bidder acknowledges that the Implementing Legislation requires that the wages paid on an hourly basis to any mechanic, laborer or workman employed by the Bidder with the respect to the on-site work required under this RFP, be at a rate not less than is customary or prevailing for the same work in the same trade or occupation in the City, unless wage rates for such work are otherwise established pursuant to a project labor agreement.

- Standard wages are required on this project pursuant to Connecticut General Statutes, Section 31-57f concerning annual adjustments to Standard wages.
- Wage Rates will be posted each July 1st on the Department of Labor website: www.ctdol.state.ct.us . Such Standard wage adjustments shall not be considered a matter for any contract amendment.

15.18. All materials and equipment supplied for the project and on-site work is exempt from Connecticut Sales Tax.

15.19 Bidder is responsible for disclosing any current (within the last three years) business relationships that may pose a conflict of interest.

15.20. Rejection for Unresolved Contractual Disputes. CRDA reserves the right to reject the final submission of any Bidder that is party to any on-going contractual dispute with any Agency or Quasi Public Agency of the State of Connecticut.

15.21. CRDA 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 State will be served; for misrepresentation or when the Bidder 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.

15.22. This RFP is not an offer and neither this RFP nor any subsequent discussions shall give rise to any commitment on the part of CRDA or confer any rights on any bidder unless and until a

contract is fully executed by the necessary parties. The contract document will represent the entire agreement between the bidder and CRDA and will supersede all prior negotiations, representations or agreements, alleged or made, between the parties. CRDA shall assume no liability for payment of services under the terms of the contract until the successful bidder is notified that the contract has been accepted and approved by CRDA. The contract may be amended only by means of a written instrument signed by CRDA and the bidder.

15.23. The Contractor certifies that the Contractor has not been convicted of bribery or attempting to bribe an officer or employee of CRDA, nor has the Contractor made an admission of guilt of such conduct which is a matter of record.

15.24. Pursuant to Governor M. Jodi Rell's Executive Order No. 7C, paragraph 10, Contractor shall comply with the gift affidavit requirements of Connecticut General Statutes §§ 4-250 and 4-252, and Governor M. Jodi Rell's Executive Order No. 1 for all personal service agreement contracts with a value of $50,000 or more in a calendar or fiscal year by executing and filing said gift affidavit with CRDA.

15.25. INTENTIONALLY OMITTED.

15.26. INTENTIONALLY OMITTED.

15.27 INTENTIONALLY OMITTED.

15.28. Pursuant to *Connecticut General Statutes § 4a-61dd*, a large state contractor shall be liable for a civil penalty of not more than five thousand dollars for each offense, up to a maximum of twenty per cent of the value of the contract, if an officer, employee or appointing authority of a large state contractor takes or threatens to take any personnel action against any employee of the large state contractor in retaliation for such employee's disclosure of information to any employee of the contracting State or quasi-public agency or the Auditors of Public Accounts or the Attorney General under the provisions of *Connecticut General Statutes § 4a-61dd(a)*. Each violation shall be a separate and distinct offense and in the case of a continuing violation each calendar day's continuance of the violation shall be deemed to be a separate and distinct offense. Each large state contractor shall post a notice of the provisions of this section relating to large state contractors in a conspicuous place which is readily available for viewing by the employees of the contractor. As used in *Connecticut General Statutes § 4a61dd*, a "large state contract" means a contract between an entity and a state or quasi-public agency having a value of five million dollars or more and (2) "large state contractor" means an entity that has entered into a large state contract with a state or quasi-public agency.

15.29. This Contract is subject to the provisions of Conn. Gen. Stat. Section 9-333n(g).

15.29.1 (A) In accordance with said statute, the following definitions apply for purposes of this section: (1)"State contractor" means a person, business entity or nonprofit organization that enters into a state contract. Such person, business entity or nonprofit organization shall be deemed to be a state contractor until the termination of said contract. "State contractor" does not include a municipality or any other political subdivision of the state or an employee in the executive, legislative or judicial branch of state government or a quasi-public agency, whether in the classified or unclassified service and full or part-time, and only in such person's capacity as a

state or quasi-public agency employee. (2)"Prospective state contractor" means a person, business entity or nonprofit organization that (i) submits a bid in response to a bid solicitation by the state, a state agency or a quasi-public agency, or a proposal in response to a request for proposals by the state, a state agency or a quasi-public agency, until the contract has been entered into, or (ii) holds a valid prequalification certificate issued by the Commissioner of Administrative Services under section 4a-100. "Prospective state contractor" does not include a municipality or any other political subdivision of the state or an employee in the executive, legislative or judicial branch of state government or a quasi-public agency, whether in the classified or unclassified service and full or part-time, and only in such person's capacity as a state or quasi- public agency employee. (3)"Principal of a state contractor or prospective state contractor" means (i) an individual who is a member of the board of directors of, or has an ownership interest in, a state contractor or prospective state contractor, which is a business entity, except for an individual who (I) owns less than five per cent of the shares of any such state contractor or prospective state contractor that is a publicly traded corporation, or (II) is a member of the board of directors of a nonprofit organization qualified under Section 501(c)(3) of the Internal Revenue Code of 1986, or any subsequent corresponding internal revenue code of the United States, as from time to time amended, (ii) an individual who is employed by a state contractor or prospective state contractor, which is a business entity, as president, treasurer or executive or senior vice president, (iii) an individual who is the chief executive officer of a state contractor or prospective state contractor, which is not a business entity, (iv) an employee of any state contractor or prospective state contractor who has managerial or discretionary responsibilities with respect to a state contract, (v) the spouse or a dependent child of an individual described in this subparagraph, or (vi) a political committee established by or on behalf of an individual described in this subparagraph.

15.29.2 (B) No principal of a state contractor or prospective state contractor shall make a contribution to, or solicit contributions on behalf of (i) an exploratory committee or candidate committee established by a candidate for nomination or election to the office of Governor, Lieutenant Governor, Attorney General, State Comptroller, Secretary of the State or State Treasurer, (ii) a political committee authorized to make contributions or expenditures to or for the benefit of such candidates, or (iii) a party committee.

15.29.3 (C) If a principal of a state contractor makes or solicits a contribution prohibited under subparagraph (B) of this section, the State may void this Contract and no state agency or quasi-public agency shall award the state contractor a state contract or an extension or an amendment to a state contract for one year after the election for which such contribution is made or solicited. Any claim, dispute or other matter in question arising out of or relating to this Contract or breach thereof shall be subject to and decided in accordance with the provisions of Section 4-61 C.G.S., as revised.

15.30. Nonresident Contractors at the time of contract signing a certificate from the Commissioner of Revenue services must be provided evidence that C.G.S 12-430 for non-resident contractors has been met. For details call the Department of Revenue Services at (860) 541-3280, ext. 7.

15.31. All proposals in response to this RFP are to be the sole property of CRDA. Bidders are encouraged NOT to include in their proposals any information that is proprietary. All materials associated with this procurement process are subject to the terms of State laws defining freedom of information and privacy and all rules, regulations and interpretations resulting from those laws. The Connecticut Freedom of Information Act (FOIA) generally requires the disclosure of documents in the possession of the State upon request of any citizen, unless the content of the

document falls within certain categories of exemption. An example of an exemption is a “trade secret,” as defined by Connecticut General Statutes Section 1-210(b)(5)(A). Confidential information must be separated and isolated from other material in the proposal and labeled CONFIDENTIAL and enclosed in a separate envelope.

If the bidder indicates that certain documentation, as required by this RFP, is submitted in confidence, by specifically and clearly marking said documentation as CONFIDENTIAL, CRDA will endeavor to keep said information confidential to the extent permitted by law. CRDA, however, has no obligation to initiate, prosecute or defend any legal proceeding or to seek a protective order or other similar relief to prevent disclosure of any information pursuant to a FOIA request. As set forth below, the bidder has the burden of establishing the availability of any FOIA exemption in any proceeding where it is an issue. In no event shall CRDA or any of its staff or representatives have any liability for disclosure of documents or information in the possession of CRDA which CRDA or such staff or representatives believes to be required pursuant to the FOIA or other requirements of law.

IMPORTANT NOTE: If the information is not readily available to the public from other sources and the bidder submitting the information requests confidentiality, then the information generally is considered to be “given in confidence.” A convincing explanation and rationale sufficient to justify each exemption from release consistent with Section 1-210(b) of the Connecticut General Statutes shall be prepared by the bidder and shall accompany the proposal. The rationales and explanation shall be simply stated in terms of the prospective harm to the competitive position of the bidder that would result if the identified information were to be released, and you shall state the reasons why you believe the materials are legally exempt from release pursuant to Section 1-210(b) of the Connecticut General Statutes.

End of RFP Document

ATTACHMENT 1
EQUIPMENT LIST

2 – Cleaver Brooks 600 HP Fire Tube Boilers with accessories
1 – Cleaver Brooks 400 HP Fire Tube Boilers with accessories
1 – Cleaver Brooks 100,000 lb/hr Deaerating feedwater heater with accessories
3 – 48 GPM Feedwater Pumps
2 – 240GPM Condensate Transfer Pumps
1 – Trane 800 Ton Electric Centrifugal Chiller with accessories
1 – Trane 1200 Ton Electric Centrifugal Chiller with accessories
1 – Trane 1200 Ton Two-Stage Steam Absorption Chiller with accessories
2 – 3600 GPM Condenser Water Pumps
1 – 2400 GPM Condenser Water Pumps
2 – 2057 GPM Primary Chilled Water Circulating Pumps
1 – 1370 GPM Primary Chilled Water Circulating Pumps
1 – 3610 MBH Plate and Frame Heat Exchanger w/ chilled water and condenser water pumps
1 – Distributed Control System
Chemical feed station for boilers and chillers

Additional equipment that is part of the CUP equipment but not physically located in the CUP includes:

3 – Marley 3525 GPM Induced Draft Crossflow Cooling Towers with accessories

2 – 25,000-gallon FO storage Tanks with Transfer pumps and piping from tanks to CUP

Chilled water, steam and condensate piping to first flange on Mechanical Mezzanine of Marriott Hotel and to the first flange in the mechanical room of the CSC

Chilled Water, steam and condensate piping to and including meters of CCC

Natural Gas piping from CNG metering station to CUP

Electrical Systems from utility meters to any equipment defined above as part of the CUP and all electrical systems inside of the CUP

ATTACHMENT 2

ENVIRONMENTAL RESPONSIBILITIES

Hazardous Waste Management:

The O&M CONTRACTOR shall conduct all operations in a manner that reduces or eliminates the generation of waste; and shall reuse, reclaim, or recycle material to the maximum extent possible; and shall manage and dispose of hazardous waste in accordance with specific State Regulations and current EPA guidance. Hazardous waste is solid wastes that meet the definition of a hazardous waste in 40 CFR 261. These may include, but are not limited to, PCBs (primarily in light ballasts); lead and lead-contaminated debris; solvents and solvent-contaminated rags; spent lithium, mercury, and alkaline batteries; and fluorescent light bulbs.

Less-than-30-Day Accumulation Site

The O&M CONTRACTOR shall not store hazardous waste on site longer than 30 days. Hazardous wastes generated by the performance of this contract shall accumulate in limited quantity at the site for up to 30 days until the waste can be picked up by a Contractor qualified to dispose of hazardous waste. The O&M CONTRACTOR shall designate a Site Manager who shall inspect the Accumulation Site, at least weekly, to ensure all requirements of the Hazardous Waste Management Plan are being met.

Water Treatment Chemicals

The O&M CONTRACTOR shall maintain an inventory of water treatment chemicals in accordance with the needs of the CUP and in compliance with all applicable federal state and local regulations.

Hazardous Waste Disposal

Waste that is generated by the O&M CONTRACTOR in performance of this contract shall be picked up from the designated storage site(s) and transported to disposal facilities and discarded in accordance with all applicable local, state, and Federal laws. This waste shall be disposed at the O&M Contractor’s expense. Documentation showing the date, commercial firm performing the disposal, and method of disposal shall be maintained a minimum of five years and made available to CRDA upon request.

Spill Reporting

The O&M CONTRACTOR shall notify CRDA immediately when any amount of hazardous material or waste is released to the environment or if a spill occurs.

General Trash and Recyclable Items

The O&M CONTRACTOR shall provide all waste removal services to include all hazardous and non-hazardous waste. This waste shall be disposed of off-site in accordance with all state and local laws.

The O&M CONTRACTOR will recycle their own consumable used such as high-grade white paper, aluminum cans, junk mail, cardboard, plastic glass bottles, tin cans, toner cartridges, and newspapers.

Air Emissions

The air emission standards in the performance of work are described below.

Refrigerants

The O&M CONTRACTOR shall follow all regulations and practices for service methods, technician, systems, and recovery equipment certification, disposal of equipment and appliances, and record keeping in accordance with 40 CFR 82.

Inventory of Refrigerants

The O&M CONTRACTOR shall develop a Refrigerant Management Plan in accordance with Federal regulations for the review and approval of CRDA (within 60 days after contract award) The O&M CONTRACTOR shall, in coordination with the CRDA designee, produce any records or documentation for CRDA, State or EPA inspectors as required to validate EPA compliance. In addition, the O&M CONTRACTOR shall provide a log of all refrigerant usage to CRDA as part of the monthly progress report. The O&M CONTRACTOR shall enter data into the database at any time:

(1) a leak is detected,
(2) 30-day verification inspection is performed indicating refrigerant is not leaking,
(3) refrigerant is added, or
(4) refrigerant is removed.

Reclamation of Refrigerants

The O&M CONTRACTOR shall use certified evacuation and recovery equipment in the reclamation of refrigerants. Refrigeration equipment turned in for disposal shall be completely emptied of refrigerants and labeled in accordance with State and EPA regulations. Proper documentation shall be maintained for each piece of refrigeration equipment prepared for disposal.

Accountability for Refrigerants

The O&M CONTRACTOR shall account for all refrigerants used. Audits of on-hand refrigerants refrigerant logs shall be periodically conducted by CRDA to verify that all refrigerants can be properly accounted for. CRDA shall be immediately notified when refrigerants have been released into the environment or cannot be accounted for by the O&M CONTRACTOR. The accountability records of refrigerants shall be provided to CRDA at contract close out.

Hazardous Materials Management

Emergency Planning and Community Right-to-Know Act (EPCRA)

The O&M CONTRACTOR shall maintain records of all hazardous materials brought onsite. The supporting records shall be maintained for a period of five years for auditing purposes. These records shall include a Material Safety Data Sheet (MSDS) for each hazardous material as well as the following information:

(1) Maximum amount of material onsite on any one day of the year.
(2) Average amount of material stored onsite.
(3) Quantity of material used during the calendar year.
(4) Type of container used to store hazardous material.
(5) Storage location of the hazardous material.

Hazardous Materials Storage

The O&M CONTRACTOR shall store hazardous materials in accordance with guidance contained in 40 CFR 260-270. The O&M CONTRACTOR shall limit quantity of hazardous materials to a 30-day supply wherever possible and shall purchase only required amounts of hazardous materials for Work Orders. Flammable lockers shall be used for storage. Containers of hazardous materials shall be tightly sealed when not in use. Housekeeping shall be strictly enforced. Storage areas and lockers shall be maintained in a neat and orderly manner.

Environmental Compliance

The O&M CONTRACTOR shall comply with all applicable Federal, State, and local environmental regulations and permits.

ATTACHMENT 3

QUALITY CONTROL PLAN (QCP)

The O&M CONTRACTOR shall implement a Quality Control Program (QCP) to ensure the performance standards in this contract are being consistently met or exceeded. The written Quality Control Plan should assess all aspects of the Contractor's building operations and procedures. The plan shall also describe how the O&M CONTRACTOR will utilize quality control to foster optimum customer service. The O&M CONTRACTOR shall submit the QCP within the first 60 days of the Contract Term. The QCP shall include the following:

Inspection System:

The O&M CONTRACTOR shall maintain an up-to-date QCP throughout the term of this contract that is acceptable to CRDA. The program shall include but is not limited to an inspection system which is tailored to the specific buildings and equipment covered under the terms of this contract and which covers all services specified. The O&M CONTRACTOR shall devise a monthly inspection schedule and checklists to be used by on-site staff and corporate/executive personnel in regularly scheduled and unscheduled QCP inspections. The Schedule shall identify what equipment will be checked and the checklist shall identify what items will be inspected on each type of equipment as the checks are being performed. Once completed, the checklist used shall be signed and dated by the inspector at the time that the inspection is completed. All QCP inspections shall be available to CRDA at all times.

QCP Personnel:

The O&M CONTRACTOR shall identify all on-site personnel who will be performing routine QCP inspections by name, title, and type of inspection each is authorized to perform.

QCP Documentation:

The O&M CONTRACTOR shall maintain and make available to CRDA complete records of all inspection work performed. A hard copy of all QCP inspection reports shall be submitted to CRDA by Monday (Close of Business) immediately following the inspection.

Annual Executive Quality Control Inspection:

The O&M CONTRACTOR shall cooperate with CRDA or its designee in a quality control inspection of the operations at the CUP annually. A report of the findings from the annual QC inspection shall be provided to CRDA along with proposed corrective actions not later than 15 days after completion of each inspection.

ATTACHMENT 4 – RFP Pricing Sheet

The following Pricing Sheet **MUST** be completed by O&M CONTRACTORS. Alternate pricing schemes may be submitted in addition to this required format.

Base Services Contract Management, Overhead, and Staffing Costs: $_____/month – This will be a fixed fee, payable monthly for management services, Operations and Maintenance staff at the CUP to provide coverage as outlined in the following schedule:

Schedule 1

O&M Staff	Shifts
Supervisor	Monday – Friday (7:00 am to 3:30 pm)
Operator 1	Monday – Wednesday (12:00 pm – 10:00 pm) Sunday (10:00 am – 8:00 pm)
Operator 2	Wednesday – Friday (12:00 pm – 10:00 pm) Saturday (10:00 am – 8:00 pm)

In this fixed fee, the contractor should include all costs for management, supervision, overheads, contract administration fees, insurance, profit, wages, benefits, fringes, overtime, vacation, and personal time that may be required. Any escalations over the term of the contract must be specified.

Base Services Contract Management and Overhead Escalator: _____% Annually

Alternate Base Services Contract Management, Overhead, and Staffing Costs: $_____/month – This fee should include all costs for management, supervision, overheads, contract administration fees, insurance, profit, wages, benefits, fringes, overtime, vacation and personal time, etc. that may be required. Any escalations over the term of the contract must be specified. Please provide scheduling details.

Emergency Call Out Services: $_____/hr as part of the Alternate Base Services Staffing Costs, the O&M CONTRACTOR will be required to respond to emergency service calls 24 hours per day 7 days per week within 60 minutes with a fully trained and equipped service technician who is familiar with the CUP. Any escalations over the term of the contract must be specified.

Emergency Call Out Services Escalator: _____% Annually.

Additional Services Rate Schedule: The O&M CONTRACTOR will specify his hourly rates for each position indicated.

Engineering Support $_____/hr
Procurement Services for repairs and replacement of equipment beyond the manufacturer recommendations $_____/hr
Electricians $_____/hr

Additional Services Costs Escalator: _____% Annually

Service Markups: _____% The O&M CONTRACTOR must specify any markups that he will charge on goods and services procured and/or managed on behalf of CRDA.

Company Name _____
Authorized Signature _____
Title _____
Date_____

C•R•D•A

Capital Region
Development Authority

CAMPAIGN CONTRIBUTION AND SOLICITATION LIMITATIONS

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

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

Please list <u>all</u> Principals of contractor or prospective CRDA contractor (use an additional sheet of paper if necessary).

PRINCIPALS (as applicable)	NAME	TITLE/RELATIONSHIP
Members of Board of Directors		
President, Treasurer, and Executive Vice Presidents		
CEO or officer with comparable powers and duties		
Employee who has managerial or discretionary responsibilities with respect to the CRDA contract		
Applicable Spouses and/or Dependent Children		
Political Committees		

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

Name/Title: _____ Date _____

STATE OF CONNECTICUT
CAMPAIGN CONTRIBUTION CERTIFICATION

Written or electronic certification to accompany a bid or proposal or a non-competitive contract with a value of $50,000 or more, pursuant to C.G.S. § 9-612.

INSTRUCTIONS:

Complete all sections of the form. Attach additional pages, if necessary, to provide full disclosure about any lawful campaign contributions made to campaigns of candidates for statewide public office or the General Assembly, as described herein. Sign and date the form, under oath, in the presence of a Commissioner of the Superior Court or Notary Public. Submit the completed form to the awarding State agency at the time of submission of your bid or proposal (if no bid or proposal– submit this completed form with the earliest submittal of any document to the state or quasi-public agency prior to the execution of the contract), and if there is a change in the information contained in the most recently filed certification, such person shall submit an updated certification either (i) not later than thirty (30) days after the effective date of such change or (ii) upon the submittal of any new bid or proposal for a contract, whichever is earlier.

Check One:

☐ **Initial Certification**

☐ **Updated Certification because of change of information contained in the most recently filed certification**

CAMPAIGN CONTRIBUTION CERTIFICATION:

I certify that neither the contractor or prospective state contractor, nor any of its principals, have made any contributions to, or solicited any contributions on behalf of, any party committee, exploratory committee, candidate for state-wide office or for the General Assembly, or political committee authorized to make contributions to or expenditures to or for, the benefit of such candidates, in the previous four years, that were determined by the State Elections Enforcement Commission to be in violation of subparagraph (A) or (B) of subdivision (2) of subsection (f) of Section 9-612 of the General Statutes, without mitigating circumstances having been found to exist concerning such violation. Each such certification shall be sworn as true to the best knowledge and belief of the person signing the certification, subject to the penalties of false statement. If there is any change in the information contained in the most recently filed certification, such person shall submit an updated certification not later than thirty days after the effective date of any such change or upon the submittal of any new bid or proposal for a state contract, whichever is earlier.

Lawful campaign Contributions to Candidates for Statewide Public Office include:

Contribution Date	Name of Contributor	Recipient	Value	Description

Lawful Campaign Contributions to Candidates for the General Assembly:

Contribution Date	Name of Contributor	Recipient	Value	Description

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

_____ _____

Printed Contractor Name **Printed Name of Authorized Official**

_____

Signature of Authorized Official

Subscribed and acknowledged before me this ___ day of _____, 20___.

_____

Commissioner of the Superior Court (or Notary Public)

My Commission Expires: _____

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

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

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

CAMPAIGN CONTRIBUTION AND SOLICITATION LIMITATIONS

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

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

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

DUTY TO INFORM

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

PENALTIES FOR VIOLATIONS

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

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

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

CONTRACT CONSEQUENCES

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

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

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

DEFINITIONS

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

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

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

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

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

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

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

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

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

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

ACKNOWLEDGEMENT OF RECEIPT

SIGNATURE

DATE (mm/dd/yyyy)

NAME OF SIGNER

First Name	MI	Last Name	Suffix

TITLE

COMPANY NAME

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

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