

PROPOSAL FORMS

BID FORM
STRAWBERRY FIELDS
SIDEWALK IMPROVEMENTS
PHASE 1
LISBON, CONNECTICUT

Date: _____

Town of Lisbon
1 Newent Road
Lisbon, Connecticut 06351

The undersigned _____ doing
business in _____ County of ____
_____ State of _____, has examined the site where
the proposed construction is to take place and has carefully read the Information to Bidders,
General Conditions, Special Conditions, Technical Specifications, Addenda, and examined the
drawings therein referred to and he proposes and agrees that he will contract with the Town of
Lisbon, CT in the form of Contract deposited in the Selectman's Office, 1 Newent Road, Lisbon,
Connecticut to provide all necessary machinery, tools, apparatus, equipment, and other means of
construction and do all the work and furnish all the materials specified in the contract, called for
in the specifications or shown on the drawings in the manner and time prescribed and according
to the requirements of the engineer, as herein set forth and that he will take in full payment,
therefore, the following sums to wit:

This Bid includes Addenda numbered (to be filled in by Bidder if Addenda are issued). ____

BID FORM

TOWN OF LISBON

STRAWBERRY FIELDS
SIDEWALK IMPROVEMENTS
PHASE 1

LISBON, CONNECTICUT

TO: Selectman's Office
Town of Lisbon
Town Hall
1 Newent Road
Lisbon, Connecticut 06351

FROM: _____

The undersigned, having familiarized (himself, itself, themselves) with the existing conditions on the Project Site affecting the cost of the work, and with the Contract Documents for the STRAWBERRY FIELDS SIDEWALK IMPROVEMENTS – PHASE 1 hereby proposes to furnish all supervision, technical personnel, labor, materials, equipment, tools, appurtenances, services, materials not supplied by the Owner, and anything else necessary, including utility and transportation services required to perform and complete this Contract, all in accordance with the Contract Documents, at and for the unit prices for work in place for the following work items.

The quantity of the units shown below is given for the purpose of determining the Award. The Owner reserves the right to increase or decrease these quantities. Payment to the Contractor will be based on completed measured quantities of these work items.

Unit prices (if applicable) are to be written in both words and figures. In case of discrepancy, the unit price shown in words will govern.

Unit prices are to be written in both words and figures. In case of discrepancy, the unit price shown in words will govern.

BASE BID

<u>ITEM</u>	<u>DESCRIPTION</u>	<u>QUANTITY</u>	<u>UNIT</u>	<u>UNIT PRICE</u>	<u>AMOUNT</u>
1.	Maintenance & Protection of Traffic		L.S.	_____	_____

UNIT PRICE IN WORDS: _____

2. Concrete Sidewalk And Ramps 43,500 S.F. _____

UNIT PRICE IN WORDS: _____

3. Pavement Markings L.S. _____

UNIT PRICE IN WORDS: _____

4. Bituminous Concrete Pavement Driveway Aprons 4,000 S.F. _____

UNIT PRICE IN WORDS: _____

5. Topsoil, Seed, Fertilize & Mulch L.S. _____

UNIT PRICE IN WORDS: _____

TOTAL PRICE: _____

TOTAL PRICE IN WORDS: _____

ADD ALTERNATES

The undersigned bidder further proposes and agrees that, should the following alternate be accepted by the Owner, the amount of the Total Bid, as heretofore stated shall be adjusted by the amount of the selected Add Alternate(s).

Unit prices are to be written in both words and figures. In case of discrepancy, the unit price shown in words will govern.

This work shall include the following:

1. Concrete Driveway Aprons:

Add Alternate 1 in lieu of Item 4, Bituminous Concrete Pavement Driveway Aprons, and quantities shall be adjusted accordingly. All costs associated with the installation of the Concrete Driveway Aprons as shown of the contract drawings.

<u>QUANTITY</u>	<u>UNIT</u>	<u>UNIT PRICE</u>	<u>AMOUNT</u>
4,000	S.F.	_____	_____

UNIT PRICE IN WORDS: _____

The low bid will be determined by either of the following:

1. If the Owner elects to choose any of the Alternate items, then the low bidder will be established by adding the selected ALTERNATE AMOUNT from the BASE BID total amount.
2. If the Owner elects NOT to choose the ALTERNATE, then the low bidder will be established by the BASE BID amount only.

This contract is to be awarded to that responsible Bidder whose total bid is the lowest number of dollars for the above items.

This contract is to be awarded to that responsible Bidder whose total bid is the lowest number of dollars for the above items.

If the Contractor should choose to employ manufacturers or suppliers other than those listed on the drawings and specifications, he shall submit a list of said suppliers as part of this proposal. If no list is included in the proposal, it shall be concluded by the Town that the Contractor will use only those suppliers listed on the drawings. An "or equal" supplier shall be included on the submitted list.

Wherever in the plans and specifications, an item of equipment or material is designated by reference to a particular brand, manufacturer or trade name, it is understood that an equal product may be substituted by the bidder or Contractor, under the conditions as stated above.

The undersigned agrees, if awarded the Contract, to execute and complete the work within the time specified in the "Information to Bidders".

The undersigned has checked carefully all the above figures and understands that the OWNER will not be responsible for any errors or omissions on the part of the undersigned in making up this bid.

The Bidder acknowledges the receipt of the following Addenda;

Addendum No. _____, dated _____

Addendum No. _____, dated _____

Enclosed is the Bidder's Bond, Certified Check or Cashier's Check No. _____ in the amount of five (5%) of the Bid.

Bidder understands that the Owner reserves the right to reject any or all bids and to waive any informalities in the bidding.

The bidder agrees that this bid shall be good and may not be withdrawn for a period of 60 calendar days after the scheduled closing time for receiving bids.

Respectfully submitted:

By _____
(Title)

(Business Address)

(Telephone Number)

(SEAL - if bid is by a corporation)

BID BOND

KNOW ALL MEN BY THESE PRESENTS, that we the undersigned, _____

_____, as PRINCIPAL, and _____

as SURETY are held and firmly bound unto the Town of Lisbon hereinafter called the "OWNER", in the penal sum of Five Percent of Total Bid Dollars, (\$5% of Total Bid) lawful money of the United States, for the payment of which sum well and truly to be made, we bind ourselves, our heirs, executors, administrators, successors, and assigns, jointly and severally, firmly by these Presents.

THE CONDITION OF THIS OBLIGATION IS SUCH, that whereas the Principal has submitted the Accompanying Bid, dated _____, 20 __, for

STRAWBERRY FIELDS SIDEWALK IMPROVEMENTS – PHASE 1

NOW, THEREFORE, if the Principal shall not withdraw said Bid within the period specified therein after the opening of the same, or, if no period be specified, within ninety (90) days after the said opening, and shall within the period specified therefor, or if no period be specified, within ten (10) days after the prescribed forms are presented to him for signature, enter into a written Contract with the Owner in accordance with the Bid, as accepted, and give bond with good and sufficient surety or sureties, as may be required, for the faithful performance and proper fulfillment of such Contract; or in the event of the withdrawal of said Bid within the period specified, or the failure to enter into such Contract and give such bond within the time specified, the Principal shall pay the Owner the difference between the amount specified in said Bid and the Amount for which the Owner may procure the required work or supplies or both, if the latter be in excess of the former, then the above obligation shall be void and of no effect, otherwise to remain in full force and virtue.

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

(Individual Principal)

(SEAL)

(Partnership)

(Business Address)

(SEAL)

Attest:

(Business Address)

By: _____

(Corporate Principal)

(Business Address)

Affix

By: _____ Corporate
Seal

Attest:

(Corporate Surety)

Affix

By: _____ Corporate
Seal

Countersigned

by _____

Attorney-in-Fact, State of _____

(Power-of-Attorney for person signing for surety company must be attached to bond.)

**CERTIFICATION OF BIDDER REGARDING
EQUAL EMPLOYMENT OPPORTUNITY**

PROJECT NUMBER: ___ - ___

GENERAL

In accordance with Executive Order 11246 (30 F.R. 12319-25), the implementing rules and regulations thereof, and orders of the Secretary of Labor, a Certification regarding Equal Opportunity is required of bidders or prospective contractors and their proposed subcontractors prior to the award of contracts or subcontracts.

CERTIFICATION OF BIDDER

Bidder's Name:

Address:

Internal Revenue Service Employer Identification Number:

1. Participation in a previous contract or subcontract:
 - A. Bidder has participated in a previous contract or subcontract subject to the Equal Opportunity Clause
 ___ Yes ___ No
 - B. Compliance reports were required to be filed in connection with such contract or subcontract
 ___ Yes ___ No
 - C. Bidder has filed all compliance reports required by Executive Orders 10925, 11114, 11246, or by regulations of the Equal Employment Opportunity Commission issued pursuant to Title VII of the Civil Rights Act of 1964
 ___ Yes ___ No
 - D. If the answer to item C is "No", please explain in detail on the reverse side of this certification.
2. Dollar Amount of Bid: \$ _____
3. Anticipated performance period: _____ days.
4. Expected total number of employees who will perform the proposed construction:
 _____.
5. Non-segregated facilities

- A. Notice to Prospective Federally-Assisted Construction Contractors
1. A certification of Non-segregated Facilities, as required by the May 9, 1967 order (32 F.R. 7439, May 19, 1967) on Elimination of Segregated Facilities, by the Secretary of Labor, must be submitted to the recipient prior to the award of a federally assisted construction contract exceeding \$10,000, which is not exempt from the provisions of the Equal Opportunity Clause.
 2. Contractors receiving Federally assisted construction contract awards exceeding \$10,000, which are not exempt from the provisions of the Equal Opportunity clause will be required to provide for the forwarding of the following notice to prospective subcontractors for supplies and construction contracts where the subcontracts exceed \$10,000 and are not exempt from the provisions of the Equal Opportunity Clause.
- B. Notice to Prospective Subcontractors of Requirement of Certification of Non-segregated Facilities
1. A Certification of Non-segregated Facilities, as required by the May 9, 1967 order (32 F.R. 7439, May 19, 1967) on Elimination of Segregated Facilities, by the Secretary of Labor, must be submitted prior to the award of a subcontract exceeding \$10,000, which is not exempt from the provisions of the Equal Opportunity Clause.
 2. Contractors receiving subcontractor awards exceeding \$10,000, which are not exempt from the provisions of the Equal Opportunity clause will be required to provide for the forwarding of the following notice to prospective subcontractors for supplies and construction contracts where the subcontracts exceed \$10,000 and are not exempt from the provisions of the Equal Opportunity Clause.
- C. Certification of Non-Segregated Facilities
- The federally-assisted construction contractor certifies that he does not maintain or provide for his employees any segregated facilities at any of his establishments, and that he does not permit his employees to perform their services at any location, under his control, where segregated facilities are maintained. The federally-assisted construction contractor certifies further that he will not maintain or provide for any segregated facilities at any of his establishments, and that he will not permit his employees to perform their services at any location, under his control, where segregated facilities are maintained. The federally assisted construction contractor agrees that a breach of this certification is a violation of the Equal Opportunity clause in this contract. As used in this certification, the term "segregated facilities," means any waiting rooms, work areas, restrooms, and washrooms, restaurants and eating areas, time clocks, locker rooms and other storage or dressing areas, parking lots drinking fountains, recreation or entertainment areas, transportation, and housing facilities provided for

employees which are segregated by explicit directive or are in fact segregated on the basis of race, creed, color, or national origin, because of habit, local custom, or otherwise. The federally assisted construction contractor agrees that (except where he has obtained identical certifications from proposed subcontractors for specific time periods) he will obtain identical certifications from proposed subcontractors prior to the award of subcontracts exceeding \$10,000, which is not exempt from the provisions of the Equal Opportunity Clause, and that he will retain duplicate of such certifications in his files. The contractor will include the original in his Bid Package.

6. Race or ethnic group designation of bidder. Check race or ethnic group on the appropriate line.

☐ Black ☐ Spanish American ☐ Oriental ☐ American Indian
☐ Aleut
☐ Eskimo ☐ White (other than Spanish American) ☐ Portuguese

Remarks:

Certification: The information above is true and complete to the best of my knowledge and belief.

Bidder's Name and Title of Signer (please print)

Signature

Date

Note: The penalty for making false statements in offers is prescribed in 18 U.S.C.

PROPOSED SUBCONTRACTORS

THE BIDDER SHALL STATE THE NAMES OF ALL THE SUBCONTRACTORS THAT HE PROPOSES TO USE. ATTACH ADDITIONAL SHEETS IF NEEDED.

If none, write "None" _____

*Description of Work _____

Proposed Subcontractor, Name _____

Address _____

*Description of Work _____

Proposed Subcontractor, Name _____

Address _____

*Description of Work _____

Proposed Subcontractor, Name _____

Address _____

*Insert description of work and subcontractors' names as may be required.

This is to certify that all names of the above-mentioned subcontractors are submitted with full knowledge and consent of the respective parties.

The Bidder warrants that none of the proposed subcontractors have any conflict of interest as respects this contract.

Bidder _____
(Fill in Name)

By _____
(Signature and Title)

PROPOSED SUPPLIERS

THE BIDDER SHALL STATE THE NAMES OF PROPOSED MATERIAL SUPPLIERS FOR THE PROJECT. ATTACH ADDITIONAL SHEETS IF NEEDED.

If none, write "None" _____

*Description of Material _____

Proposed Supplier, Name _____

Address _____

*Description of Material _____

Proposed Supplier, Name _____

Address _____

*Description of Material _____

Proposed Supplier, Name _____

Address _____

*Insert description of work and suppliers names as may be required.

This is to certify that all names of the above-mentioned suppliers are submitted with full knowledge and consent of the respective parties.

The Bidder warrants that none of the proposed suppliers have any conflict of interest as respects this contract.

Bidder _____
(Fill in Name)

By _____
(Signature and Title)

STATEMENT OF BIDDER'S QUALIFICATIONS

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

1. Name of Bidder.
2. Permanent main office address.
3. When organized.
4. If a corporation, where incorporated.
5. How many years have you been engaged in the contracting business under Your present firm or trade name?
6. Contracts on hand: (Schedule these, showing amount of each contract and the appropriate dates of completion.
7. General character of work performed by your company.
8. Have you ever failed to complete any work awarded to you? If so, where and why?
9. Have you ever defaulted on a contract? If so, where and why?
10. List the more important projects recently completed by your company, stating the approximate cost for each, and the month and year completed.
11. List your major equipment available for this contract.
12. Experience in construction work similar in importance to this project.
13. Background and experience of the principal members of your organization including the officers.
14. Will you, upon request, fill out a confidential detailed financial statement and furnish any other information that may be required by the OWNER?

15. The undersigned hereby authorizes and requests any person, firm, or corporation to furnish any information requested by the Owner or representative in verification of the recitals comprising this Statement of Bidder's Qualifications.

Dated at _____ this _____ day of _____, 20____.

(Name of Bidder)

By _____

Title _____

State of _____)

) ss.

County of _____)

_____ being duly sworn deposes and says that he is _____
_____ of _____
(name of organization)

and that the answers to the foregoing questions and all statements therein contained are true and correct.

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

Notary Public

My Commission expires _____ 20 ____.

CERTIFICATE AS TO CORPORATE PRINCIPAL

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

(Corporate Seal)

Title: _____

NONDISCRIMINATION IN EMPLOYMENT

State of _____)
)
County of _____) SS

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

(1) He is (owner, partner, officer, representative, or agent), of _____, the bidder that has submitted the attached bid;

(2) Said bidder (has _____) (has not _____) previously performed work subject to the President's Executive Order No. 11246, or any preceding similar Executive Order.

Signed _____

Title

Subscribed and Sworn to before me

this _____ day of _____ 20____.

Title

My Commission expires _____, 20 ____.

State of _____)
County of _____) ss.

My Commission expires _____, 20 ____.

COMMISSION ON HUMAN RIGHTS AND OPPORTUNITIES
CONTRACT COMPLIANCE REGULATIONS
NOTIFICATION TO BIDDERS
(Revised 09/3/15)

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

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

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

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

INSTRUCTIONS AND OTHER INFORMATION

The following BIDDER CONTRACT COMPLIANCE MONITORING REPORT must be completed in full, signed, and submitted with the bid for this contract. The contract awarding agency and the Commission on Human Rights and Opportunities will use the information contained thereon to determine the bidders compliance to Sections 4a-60 and 4a-60a CONN. GEN. STAT., and Sections 46a-68j-23 of the Regulations of Connecticut State Agencies regarding equal employment opportunity, and the bidder's good faith efforts to include minority business enterprises as subcontractors and suppliers for the work of the contract.

1) Definition of Small Contractor

Section 4a-60g CONN. GEN. STAT. defines a small contractor as a company that has been doing business under the same management and control and has maintained its principal place of business in Connecticut for a one year period immediately prior to its application for certification under this section, had gross revenues not exceeding fifteen million dollars in the most recently completed fiscal year, and at least fifty-one percent of the ownership of which is held by a person or persons who are active in the daily affairs of the company, and have the power to direct the management and policies of the company, except that a nonprofit corporation shall be construed to be a small contractor if such nonprofit corporation meets the requirements of subparagraphs (A) and (B) of subdivision 4a-60g CONN. GEN. STAT.

2) Description of Job Categories (as used in Part IV Bidder Employment Information)

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

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

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

LEGAL OCCUPATIONS: In-House Counsel who is charged with providing legal advice and services in regards to legal issues that may arise during the course of standard

business practices. This category also includes assistive legal occupations such as paralegals, legal assistants.

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

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

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

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

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

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

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

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

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

White (not of Hispanic Origin) – All persons having origins in any of the original peoples of Europe, North Africa, or the Middle East. Black (not of Hispanic Origin) – All persons having origins in any of the Black racial groups of Africa. Hispanic – All persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race. 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 China, India, Japan, Korea, the Philippine Islands, and Samoa. American Indian or Alaskan Native – All persons having origins in any of the original peoples of North America, and who maintain cultural identification through tribal affiliation or community recognition.

BIDDER CONTRACT COMPLIANCE MONITORING REPORT
PART I – BIDDER INFORMATION

Company Name _____

Street Address _____

City & State _____

Chief Executive _____

Bidder Federal Employer Identification Number _____

Or Social Security Number _____

Major Business Activity (Brief description) _____

Bidder Identification (response optional/definitions on page 1)

- Bidder is a small contractor. Yes _____ No _____

- Bidder is a minority business enterprise. Yes _____ No _____

(If yes, check ownership category)

Black _____ Hispanic _____ Asian American _____ American Indian/Alaskan Native

_____ Iberian Peninsula _____ Individual(s) with a Physical Disability _____ Female _____

Bidder Parent Company (If any)

- Bidder is certified as above by State of CT. Yes _____ No _____

Other Locations in CT _____

(If any) – DAS Certification Number _____

PART II – BIDDER NONDISCRIMINATION POLICIES AND PROCEDURES

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

13. Is there a person in your company who is responsible for equal employment opportunity? Yes _____ No _____ If yes, give name and phone number. _____

PART III – BIDDER SUBCONTRACTING PRACTICES

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

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

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

PART IV – BIDDER EMPLOYMENT INFORMATION

DATE: _____

JOB Categories	OVERALL Totals	WHITE (Non- Hispanic)	BLACK (Non- Hispanic)	HISPANIC	ASIAN OR PACIFIC ISLANDER	AMERICAN INDIAN OR ALASKAN NATIVE
	Male/Female	Male/Female	Male/Female	Male/Female	Male/Female	Male/Female
Management						
Business & Financial Ops						
Marketing & * Sales						
Legal Occupations						
Computer Specialist						
Architecture/ Engineering						
Office & Admin Support						
Bldg/Grounds/ Cleaning/ Maintenance						
Material Moving Workers						
Production Occupations						

TOTALS ABOVE						
TOTALS ONE YEAR AGO						
FORMAL ON THE JOB TRAINEES (ENTER FIGURES FOR THE SAME CATEGORY AS ARE SHOWN ABOVE)						

APPRENTICES						
TRAINEES						

*NOTE: JOB CATEGORIES CAN BE CHANGED OR ADDED TO (EX. SALES CAN BE ADDED OR REPLACE A CATEGORY NOT USED IN YOUR COMPANY)

PART V – BIDDER HIRING AND RECRUITMENT PRACTICES

1. Which of the following recruitment sources are used by you?
(Check yes or no, and report percent used)

SOURCE	YES	NO	% of applicants provided by source
State Employment Service			
Private Employment Agencies			
Schools and Colleges			
Newspaper Advertisement			
Walk-Ins			
Present Employees			
Labor Organizations			
Minority/Community Organizations			
Others (please identify)			

2. Check (X) any of the below listed requirements that you use as a hiring qualification.

<input type="checkbox"/> Work Experience	<input type="checkbox"/> Ability to Speak or Write English
<input type="checkbox"/> Written Tests	<input type="checkbox"/> High School Diploma
<input type="checkbox"/> College Degree	<input type="checkbox"/> Union Membership
<input type="checkbox"/> Personal Recommendation	<input type="checkbox"/> Height or Weight
<input type="checkbox"/> Car Ownership	<input type="checkbox"/> Arrest Record
<input type="checkbox"/> Wage Garnishments	

3. Describe below any other practices or actions that you take which show that you hire, train, and promote employees without discrimination

Certifications (Read this form and check your statements on it CAREFULLY before signing). I certify that the statements made by me on this BIDDER CONTRACT COMPLIANCE MONITORING REPORT are complete and true to the best of my knowledge and belief, and are made in good faith. I understand that if I knowingly make any misstatements of facts, I am subject to be declared in non-compliance with Section 4a-60, 4a-60a, and related sections of the CONN. GEN. STAT.

Signature

Title

Date Signed

Telephone

CONTRACTOR'S MINORITY BUSINESS ENTERPRISES
UTILIZATION FORM

NAME AND ADDRESS OF AWARDING AGENCY: _____ NAME AND ADDRESS OF CONTRACTOR: _____

PROJECT NO. _____

DATE AWARDED _____

DATE BID OPENED _____

NOTICE TO CONTRACTORS: Under Section 4-114a-5 of the Contract Compliance Regulations, contractors are required to make GOOD FAITH EFFORTS to employ Minority Business Enterprises (MBEs) as subcontractors and suppliers of materials on all projects subject to compliance requirements. The contract, which is referenced above, is subject to contract compliance requirements.

INSTRUCTIONS: List the name and addresses of all MBEs you have selected as subcontractors and suppliers of materials for this project. If the MBEs selected as subcontractors and suppliers of materials meet the criteria for MBEs set out in Section 4-114a of the Connecticut General Statutes, contractors **MUST COMPLETE** the attached affidavit. If such businesses are not currently registered with the Department of Administrative Services and if the contractor wishes the Commission on Human Rights and Opportunities (CHRO) to consider favorable the selection of the unregistered MBE in the evaluation of the contractor's good faith efforts, contractors **MUST** complete the attached affidavit. In either case, the affidavit must be filled out in triplicate, with the original sent to the CHRO, Contract Compliance Unit, 90 Washington Street, Hartford, CT 06106; one copy sent to the Awarding Agency; one copy retained by contractor. If the Contractor does not wish the CHRO to consider selection of an unregistered MBE in its evaluation of the contractor's good faith efforts, no affidavit need be made.

(Attach additional pages if necessary using same

headings)

NAME AND ADDRESS	Check here if MBE(s)	Check here if MBE
is		
OF MBE SUBCONTRACTOR(S)	qualify under Section	unregistered but
wants to be		
OR SUPPLIER(S) OF MATERIALS	4-114a of the C.G.S.	considered for good
		faith efforts.

This form developed pursuant to Section 4-114a-5 of the Contract Compliance Regulations.

AFFIDAVIT

I, _____, acting on behalf of _____
_____,

(Name of person signing certification)

(Contractor)

of which I am the _____, certify and affirm:
(Title)

_____ Check if provision applicable:

THAT the following Minority Business subcontractors and/or suppliers of materials that

_____ has hired for Contract No. _____

(Contractor)

with _____, meet the criteria for Minority Business
(Awarding Agency)

Enterprises that qualify under current statutory requirements.

List of names of registered MBEs:

_____ Check if provision applicable:

THAT _____ has hired the following Minority Business
subcontractors or

(Contractor)

suppliers of materials for Contract No. _____ with _____,
(Awarding Agency)

that are not registered with the Department of Administrative Services, but which should be
considered by the Connecticut Commission on Human Rights and Opportunities when
evaluating the _____ good faith efforts:

(Contractor)

List of names of unregistered MBEs:

I further certify and affirm that I have read and understand the contract compliance requirements codified at Section 4a-60 and Section 46a-71(d) of the Connecticut General Statutes.

I further certify and affirm that I have read and understand the Contract Compliance Regulations codified at Section 4a-60-1 and the following Regulations of Connecticut State Agencies.

I understand that false statements made herein are punishable at law.

(Name of Corporation or Firm)

(Signature and Title of Official Making the Affidavit)

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

Notary Public/Commissioner of Superior Court

My Commission Expires _____

CERTIFICATE
Of Compliance With

Connecticut General Statute Section 31-57b

I hereby certify that all of the statements herein contained below have been examined by me, and to the best of my knowledge and belief are true and correct.

The _____ **has / has not**
(*circle one*) been cited for three or more willful or serious violations of any occupational safety and health act or of any standard, order or regulation promulgated pursuant to such act, during the three year period preceding the bid, provided such violations were cited in accordance with the provisions of any state occupational safety and health act of 1970, and not abated within the time fixed by the citation and such citation has not been set aside following the appeal to the appropriate agency or court having jurisdiction or **has / has not**
(*circle one*) received one or more criminal convictions related to the injury or death of any employee in the three year period preceding the bid.

The list of violations (if applicable) is attached.

Name of Firm, Organization or Corporation

Signed:

Name

Seal

Title:

Date:

State of

)

) ss:

A.D.,

20_____

County of

)

Sworn to and personally appeared before me for the above, _____

_____, Signer and Sealer of the foregoing instrument and
acknowledged

the same to be the free act and deed of _____, and his/her free
act

and deed as _____.

My Commission expires:

Notary Public

Seal

Project No(s).: _____

Sec. 31-57b. Awarding of contracts to occupational safety and health law violators prohibited. No contract shall be awarded by the state or any of its political subdivisions to any person or firm or any firm, corporation, partnership or association in which such persons or firms have an interest (1) which has been cited for three or more willful or serious violations of any occupational safety and health act or of any standard, order or regulation promulgated pursuant to such act, during the three-year period preceding the bid, provided such violations were cited in accordance with the provisions of any state occupational safety and health act or the Occupational Safety and Health Act of 1970, and not abated within the time fixed by the citation and such citation has not been set aside following appeal to the appropriate agency or court having jurisdiction or (2) which has received one or more criminal convictions related to the injury or death of any employee in the three-year period preceding the bid. Any person who knowingly provides false information concerning the information required pursuant to this section shall be assessed a civil penalty of not less than five hundred dollars nor more than five thousand dollars and shall be disqualified from bidding on or participating in a contract with the state or any of its political subdivisions for five years from the date of the final determination that the information is false. Any political subdivision or any agency receiving false information pursuant to this section shall notify the Commissioner of Administrative Services and, upon receipt of such notice, the commissioner shall conduct a hearing in accordance with the provisions of chapter 54. Upon a determination that false information was provided, the commissioner shall impose a civil penalty in accordance with the provisions of this section. Such civil penalty shall be paid to the Treasurer or to an official of the political subdivision, as the case may be. Any civil penalty imposed pursuant to this section may be collected in a civil proceeding by any official of a political subdivision authorized to institute civil actions or, in the case of the state, by the attorney general, upon complaint of the Commissioner of Administrative Services.

GENERAL CONTRACTOR FINAL AFFIDAVIT WAIVER OF LIEN

Job Name: _____

State Of: _____

County Of: _____

Location: _____

To Whom It May Concern:

- I. We the undersigned, been fully sworn and having entered into an agreement with

_____ for

_____ Contracting agency

work/materials

on the construction of _____

on the premises of the Owner _____

at said project _____

state that all labor, material and services contracted for have been fully paid and indebtedness discharged to the date of this affidavit unless otherwise noted in section II of this document.

- II. Furthermore, for and in consideration of \$_____ the undersigned does hereby waiver release and relinquish any and all claims of right of lien, which the undersigned may now have upon the premises above described for labor, materials and/or services.

- III. Liability to the State of CT for sales and/or use tax, where applicable, has been discharged.

Firm's Name

Authorized Signature

State of Connecticut:

County of: _____

Date: _____

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

Notary Public Signature
My Commission Expires:

SUBCONTRACTOR/SUPPLIER FINAL AFFIDAVIT WAIVER OF LIEN

Job Name: _____

State Of: _____

County Of: _____

Location: _____

To Whom It May Concern:

- I. We the undersigned, been fully sworn and having entered into an agreement with

_____ for

_____ subcontractor/supplier work/materials

on the construction of

on the premises of the Owner

at said project

_____,

state that all labor, material and services contracted for have been fully paid and indebtedness discharged to the date of this affidavit unless otherwise noted in section II of this document.

- II. Furthermore, for and in consideration of \$ _____ the undersigned does hereby waiver release and relinquish any and all claims of right of lien, which the undersigned may now have upon the premises above described for labor, materials and/or services.

- III. Liability to the State of CT for sales and/or use tax, where applicable, has been discharged.

Firm's Name

Authorized Signature

State of Connecticut:

County of: _____ Date: _____

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

Notary Public Signature

My Commission Expires: _____

AGREEMENT AND BOND FORMS

AGREEMENT

THIS AGREEMENT, made this the ____ day of _____ 2017, by and between The Town of Lisbon, Lisbon, Connecticut acting herein through Thomas W. Sparkman, First Selectman hereinafter called "OWNER" and _____, an individual, a partnership, a corporation doing business _____ hereinafter called the "CONTRACTOR".

WITNESSETH: That for and in consideration of the payments and agreements hereinafter mentioned, to be made and performed by the OWNER, the CONTRACTOR hereby agrees with the OWNER to commence and complete the construction of **STRAWBERRY FIELDS SIDEWALK IMPROVEMENTS – PHASE 1** hereinafter called the project, for the sum of _____ Dollars (\$) and all extra work in connection therewith, under the terms as stated in the Contract Documents and at his (its or their) own proper cost and expense to furnish all the materials, supplies, machinery, equipment, tools, superintendence, labor, insurance's, and other accessories and services necessary to complete the said project in accordance with the conditions and prices stated in the Contract Documents.

The term "Contract Documents" means and includes the following:

1. The CONTRACTOR will commence and complete the **STRAWBERRY FIELDS SIDEWALK IMPROVEMENTS – PHASE 1**
2. The CONTRACTOR will furnish all of the material not supplied by Owner, supplies, tools, equipment, labor and other services necessary for the construction and completion of the PROJECT described herein.
3. The CONTRACTOR will commence the work required by the CONTRACT DOCUMENTS WITHIN 10 calendar days after the date of the NOTICE TO PROCEED and will complete the same within 150 consecutive calendar days unless the period for completion is extended otherwise by the CONTRACT DOCUMENTS.
4. The CONTRACTOR agrees to perform all the work described in the CONTRACT DOCUMENTS and comply with the terms therein for the amount of \$ _____ as shown in the Bid schedule.

5. The CONTRACTOR agrees the sum of 5% of progress pay estimates will be retained until final acceptance of the PROJECT further the sum of 2% of the total PROJECT will be retained for a period of ninety days from final acceptance of the work.

6. The term "CONTRACT DOCUMENTS" means and includes the following:

- Invitation to Bid
- Information to Bidders
- Bid Proposal
- Bid Bond
- Proposed Subcontractors
- Proposed Suppliers
- Statement of Bidders Qualifications
- Certificate as to Corporate Principal
- Nondiscrimination in Employment
- Non-Collusion Affidavit of Prime Bidder
- Contract Agreement
- Form of Payment Bond
- Form of Performance Bond
- General Conditions
- Special Conditions
- Technical Specifications
- Drawings prepared by CLA Engineers, Inc.
- Specifications prepared by CLA Engineers, Inc.
- Addenda:
 - No. _____, dated _____
 - No. _____, dated _____
 - No. _____, dated _____
 - No. _____, dated _____

7. The OWNER will pay the CONTRACTOR in the manner and at such times as set forth in the General Conditions such amounts as required by the CONTRACT DOCUMENTS.

8. This Agreement shall be binding upon all parties hereto and their respective heirs, executors, administrators, successors, and assigns. IN WITNESS WHEREOF, the parties hereto have executed, or caused to be executed by their duly authorized officials, this Agreement in (3 copies) each which shall be deemed an original on the date first above written.

IN WITNESS WHEREOF, the parties to these presents have executed this contract in four counterparts, each of which shall be deemed an original, in the year and day first above mentioned.

OWNER: _____

CORPORATE SEAL:

BY _____
(Title)

ATTEST _____

CONTRACTOR: _____

CORPORATE SEAL:

BY _____
(Title)

ATTEST _____

CERTIFICATION

I, the undersigned, _____, the duly authorized and acting legal representative of the Town of Lisbon, do hereby certify as follows:

I have examined the above contract(s) and surety bonds and the manner of execution thereof, and I am of the opinion that each of the aforesaid agreements has been duly executed by the proper parties thereto acting through their duly authorized representatives have full power and authority to execute said agreements on behalf of the respective parties named thereon; and that the foregoing agreements constitute valid and legally binding obligations upon the parties executing the same in accordance with terms, conditions and provisions thereof.

Date: _____

PERFORMANCE BOND

KNOW ALL MEN BY THESE PRESENTS: That we _____
(Name of Contractor)

_____ a _____
(Corporation, Partnership, or Individual)

hereinafter called "Principal" and _____
(Surety)

of, _____ State of _____ hereinafter called the

"Surety", are held and firmly bound into of _____ of
(Owner)

_____, hereinafter called "Owner", in the penal sum of
(City and State)

_____ Dollars

(\$_____) in lawful money of the United States, for the payment made, we bind ourselves, and successors, jointly presents of which sum well and truly to be our heirs, executors, administrators and severally, firmly by these presents.

THE CONDITION OF THIS OBLIGATION is such that Whereas, the Principal entered into a certain contract with the Owner, dated the _____ day of _____, 20____, a copy of which is hereto attached and made a part hereof for the construction of:

STRAWBERRY FIELDS SIDEWALK IMPROVEMENTS – PHASE I

NOW, THEREFORE, if the Principal shall well, truly and faithfully perform its duties, all the undertakings, covenants, terms, conditions, and agreements of said contract during the original term thereof, and any extensions thereof which may be granted by the Owner, with or without notice to the Surety, and if he shall satisfy all claims and demands incurred under such contract, and shall fully indemnify and save harmless the Owner from all costs and damages which it may suffer by reason of failure to do so, and shall reimburse and repay the Owner all outlay and expense which the Owner may incur in making good any default, then this obligation shall be void; otherwise to remain in full force and effect.

PROVIDED, FURTHER, that the said Surety, for value received hereby stipulates and agrees that no change, extension of time, alteration or addition to the terms of the contract or to the work to be performed thereunder of the specifications accompanying the same shall in any wise affect its obligation on this bond, and it does

hereby waive notice of any such change, extension of time, alteration or addition to the terms of the contract or to the work of to the specifications.

PROVIDED, FURTHER, that no final settlement between the Owner and the Contractor shall abridge the right of any beneficiary hereunder, whose claim may be unsatisfied.

IN WITNESS WHEREOF, this instrument is executed in six (6) counterparts, each one of which shall be deemed an original, this the ____ day of _____, 20__.

ATTEST:

(Principal) Secretary
(SEAL)

Witness as to Principal

(Address-Zip Code)

Principal
By _____ (s)

(Address-Zip Code)

Surety

ATTEST:

(Surety) Secretary
(SEAL)

Witness as to Surety

(Address-Zip Code)

By _____
Attorney-in-Fact

(Address-Zip Code)

NOTE: Date of Bond must not be prior to date of Contract. If Contractor is Partnership, all partners should execute bond.

PAYMENT BOND

KNOW ALL MEN BY THESE PRESENTS: That we _____
(Name of Contractor)

_____ a _____
(Corporation, Partnership, or Individual)

hereinafter called "Principal" and _____
(Surety)

of, _____ State of _____ hereinafter called the

"Surety", are held and firmly bound into of _____ of
(Owner)

_____, hereinafter called "Owner", in the penal sum of
(City and State)

_____ Dollars

(\$ _____) in lawful money of the United States, for the payment made, we bind ourselves, and successors, jointly presents of which sum well and truly to be our heirs, executors, administrators and severally, firmly by these presents.

THE CONDITION OF THIS OBLIGATION is such that Whereas, the Principal entered into a certain contract with the Owner, dated the _____ day of _____, 20_, a copy of which is hereto attached and made a part hereof for the construction of:

STRAWBERRY FIELDS SIDEWALK IMPROVEMENTS – PHASE I

NOW, THEREFORE, if the Principal shall well, truly and faithfully perform its duties, all the undertakings, covenants, terms, conditions, and agreements of said contract during the original term thereof, and any extensions thereof which may be granted by the Owner, with or without notice to the Surety, and if he shall satisfy all claims and demands incurred under such contract, and shall fully indemnify and save harmless the Owner from all costs and damages which it may suffer by reason of failure to do so, and shall reimburse and repay the Owner all outlay and expense which the Owner may incur in making good any default, then this obligation shall be void; otherwise to remain in full force and effect.

PROVIDED, FURTHER, that the said Surety, for value received hereby stipulates and agrees that no change, extension of time, alteration or addition to the terms of the contract or to the work to be performed thereunder of the specifications accompanying the same shall in any wise affect its obligation on this bond, and it does

hereby waive notice of any such change, extension of time, alteration or addition to the terms of the contract or to the work of to the specifications.

PROVIDED, FURTHER, that no final settlement between the Owner and the Contractor shall abridge the right of any beneficiary hereunder, whose claim may be unsatisfied.

IN WITNESS WHEREOF, this instrument is executed in six (6) counterparts, each one of which shall be deemed an original, this the ____ day of _____, 20__.

ATTEST:

(Principal) Secretary
(SEAL)

Witness as to Principal

(Address-Zip Code)

Principal

By _____ (s)

(Address-Zip Code)

Surety

ATTEST:

(Surety) Secretary
(SEAL)

Witness as to Surety

(Address-Zip Code)

By _____
Attorney-in-Fact

(Address-Zip Code)

NOTE: Date of Bond must not be prior to date of Contract. If Contractor is Partnership, all partners should execute bond.