INSTRUCTIONS are in red and need to be deleted prior to finalizing the Bid Proposal Form.

BID PROPOSAL FORM
FOR MAJOR & MINOR CAPITAL PROJECTS
WITH AN ESTIMATED CONSTRUCTION COST GREATER THAN $500,000

This Project:

☐ **Does Not Exceed the Threshold Limits of C.G.S §29-276b.**

☐ **Does Exceed the Threshold Limits of C.G.S §29-276b.**
All Bidders shall read "Section 00 21 19 Notice To Bidders" for Contractors and Subcontractors performing work on Projects that Exceed the Threshold Limits of C.G.S §29-276b to Register and obtain a "Major Contractor" License with the CT Department of Consumer Protection prior to Bid Due Date/Time of this Project .

CT DAS PROCUREMENT SERVICES
ON BEHALF OF
CT DEPARTMENT OF CONSTRUCTION SERVICES

DATE: _____

PROPOSAL OF _____
BIDDER'S LEGAL COMPANY NAME

_____

_____
BIDDER'S ADDRESS

To the Commissioner, Department of Construction Services
State Office Building
Hartford, Connecticut

Dear Sir:

1.0 In accordance with Chapter 60 Part II of the Connecticut General Statutes, as amended, and pursuant to, and in compliance with your Invitation to Bid, the Notice to Bidders, the Contract, including the conditions thereto, the Bid Security, I (we) propose to furnish the labor and/or materials, installed as required for the project named and numbered on this Bid Proposal Form, submitted herein, furnishing all necessary equipment, machinery, tools, labor and other means of construction, and all materials specified in the manner and at the time prescribed strictly in accordance with the provisions of the Contract including, but not limited to, the specifications and/or drawings together with all addenda issued by your authority and received prior to the scheduled closing time for the receipt of the bids, and in conformity with requirements of the Awarding Authority and any laws or Departmental regulations of the State of Connecticut or of the United States which may affect the same, for and in consideration of the price(s) stated on the said Bid Proposal Form, hereof.

2.0 The **Lump Sum Base Bid** by me (us) on the Bid Proposal Form *includes all* work indicated on the drawings and/or described in the specifications, except:

2.1 Work covered by **Supplemental Bids** as may be listed on the Bid Proposal Form and General Requirements.

2.2 Contingent Work covered by the **Unit Prices** included within the **General Requirements**.

2.3 Contingent Work covered by the **Contractor Provided Unit Prices** as may be listed on the **Bid Proposal Form** in Section 00 41 00, Item 7.7.

3.0 I (we) *acknowledge* and *agree* to the following:

SAMPLE

3.1 To use and accept the **Contractor Provided Unit Prices** on the **Bid Proposal Form**, Section 00 41 00, Item 7.7, as provided by the Contractor in evaluating either additions to or deductions from the Work.

3.2 To use and accept the **Unit Prices** in Section 01 20 00 "Contract Considerations "Division 01 as provided by the Owner in evaluating either additions to or deductions from the Work.

3.3 To use and accept the **Allowances** in Section 01 20 00 "Contract Considerations" Division 1, as part of the Total Contract Sum as listed in Section 7.3 of this Bid Proposal form.

3.4 To use and accept the **Supplemental Bids** in Section 01 23 13, Division 1, as provided by the Contractor, when authorized by the Owner as scheduled in Section 7.6 of this Bid proposal form.

3.5 Submission of Bid Proposal and other bid submittal requirements:

All potential bidders must **electronically upload** to CT DAS and/or **submit** to CT DAS Procurement Services (as applicable) including but not limited to **Affidavits and Certifications**.

For the requirements to submit the Bid Proposal, and electronically upload Affidavits and Certifications, and other bidding documents, see **Article 1 of 00 21 19 Notice to Bidders - (Major & Minor Capital Projects Greater than $500,000)**.

3.6 To hold the bid price for ninety (90) calendar days and any extensions caused by the Contractor's delays in required submissions. The Contractor and the State may mutually agree to extend this period. The agreement to extend the 90-day period may occur after the expiration of the original 90-day period.

The apparent low bidder is required to submit key supporting documents as noted under the caption **Bid Submittal Time Line** at the end of this Section 00 41 00, within ten (10) calendar days of the bid opening, and to submit their Affirmative Action Plan to CHRO within fifteen (15) calendar days of bid opening. If there are any delays in the receipt of these materials then the Bid shall remain valid for the same additional number of days. For example, if the materials are submitted four (4) days later; then the bid shall remain valid for ninety-four (94) days.

3.7 To comply with the Department of Correction's **Security Regulations For Contract Forces**, Section 00 73 63.

4.0 This Bid Proposal Form is submitted to and in compliance with the foregoing and following conditions and/or information:

4.1 AWARD:

4.1.1 All proposals shall be subject to provisions of **Article 1 of the Notice to Bidders** and for purpose of award, consideration shall be given only to Bid Proposals submitted by qualified and responsible bidders.

4.1.2 The award shall be made on the **lowest Lump Sum Bid** as stated in Section 7.3 of this Bid Proposal Form and any or all **Supplemental Bids** as stated in Section 7.6 of this **Bid Proposal Form**, taken sequentially, as applicable, provided funds are available.

4.1.3 In the event of any **discrepancy** between the amount written in words and the amount written in numerical figures, the amount written in words shall be controlling.

4.2 COMMENCEMENT AND ACCEPTANCE (ARTICLE 4 GENERAL CONDITIONS):

4.2.1 The General Contractor shall commence Work within **fourteen** (14) **calendar days** *after* receiving "Construction Start Date and Notice To Proceed" by the Commissioner or the authorized representative and continue for _____ ( ) calendar days for completion of the project.

4.3 LIQUIDATED DAMAGES: (ARTICLE 8, GENERAL CONDITIONS):

SAMPLE

4.3.1 The General Contractor shall be assessed $_____ per day for each calendar day *beyond* the Date established for Substantial Completion of the Contract according to the **Contract Time** as defined in Article 1.28 of the General Conditions, and not otherwise excused or waived pursuant to the Contract Documents, as defined in Article 1.23 of the General Conditions.

4.3.2 The General Contractor shall be assessed $_____per day for each calendar day *beyond* ninety (90) days *after* the date of said Substantial Completion that the Contractor fails to achieve **Acceptance**, as defined in Article 1.1 of the General Conditions and not otherwise excused or waived as described above.

4.4 CONTRACTOR'S INSURANCE REQUIRED: (ARTICLE 35, GENERAL CONDITIONS):

4.4.1 The **limits of liability** for the Insurance required for this project shall be those listed in Article 35 of the General Conditions.

4.4.2 SPECIAL HAZARDS INSURANCE REQUIRED:

INSTRUCTIONS: Following are three (3) options. Select the options according to the instructions of the Project Manager on the Bid Release Form and unhighlight the text. Delete the unused options. You must include "Asbestos Abatement" for Asbestos Abatement projects. Delete this box.

None Required

Type "X", "C", "U" – Explosion, Collapse, Underground in accordance with Article 35 of the General Conditions.

Asbestos Abatement

INSTRUCTIONS: The below listed paragraph 4.4.3 should be selected according to the instructions of the Project Manager on the Bid Release Form. If the paragraph is used, unhighlight the text. Delete this box.

4.4.3 BUILDERS RISK INSURANCE:

The General Contractor shall maintain Builder's Risk insurance providing coverage for the entire Work at the project site, and shall also cover portions of the Work located away from the site but intended for use at the site, and shall also cover portions of the Work in transit. Coverage shall be written on an All-Risk, Replacement Cost, and completed Value Form basis in an amount at least equal to the projected completed value of the Work and the policy shall state that it is for the benefit of and payable to the state of Connecticut.

4.5 NOT USED

SAMPLE

INSTRUCTION: Following are three (3) versions of Paragraph 4.6. Choose the version which matches the requirements identified by the Project Manager on the Bid Release Form and unhighlight the text. Delete the other two versions which will not be used. Delete this box.

4.6 The General Contractor on this project shall be required to award not less than __ **%** of the total Contract Sum to contractors who are certified and eligible to participate under The State of Connecticut Set-Aside Program for **small** contractors, in accordance with Connecticut General Statutes Section 4a-60g.

OR

4.6 The General Contractor on this project shall be required to award not less than __ **%** of the total Contract Sum to contractors who are certified and eligible to participate under The State of Connecticut Set-Aside Program for **small** contractors, including ___ **%** to certified and eligible **Minority Business Enterprises**, in accordance with Connecticut General Statutes Section 4a-60g.

OR

4.6 The General Contractor on this project shall be required to award not less than __ **%** of the total Contract Sum to **Minority Business Enterprise** contractors who are current certified and eligible to participate under The State of Connecticut Set-Aside Program for small contractors, in accordance with Connecticut General Statutes Section 4a-60g.

4.6.1 This requirement *must be met even if* the **General Contractor** is *certified* and *eligible* to participate in the **Small Business Set-Aside Program**. To facilitate compliance with this requirement for set-aside subcontractors, the three (3) **apparent low bidders** will have ten (10) calendar days from the date of bid opening within which to submit a **list of certified set-aside contractors** to be used on this project along with the **dollar amounts** to be paid to each, on the form provided, and a copy of their **current certification** must be attached. This information will be considered as part of your Bid Proposal Form and **failure** to comply with any portion of this requirement within the ten (10) days, including but not limited to **failure** to list or meet the necessary dollar amount or percentage of the bid price will be cause to **reject** your bid.

4.7 BIDDER'S QUALIFICATION STATEMENT AND OBJECTIVE CRITERIA FOR EVALUATING QUALIFICATIONS OF BIDDERS:

4.7.1 Information in regards to the General Contractor's and the Named Subcontractor's Bidder's Qualification is submitted and is made part of this Bid Proposal Form. **Note: Individual Specification Sections may contain General Contractor and/or Subcontractor Qualification requirements that exceed those in Section 00 45 15, "Objective Criteria Established for Evaluating Qualifications of Bidders."**

4.7.1.1 The **General Contractor** is required to complete the **General Contractor Bidder's Qualification Statement** in section 00 45 14.

4.7.1.2 Any **Named Subcontractor** as listed in schedule 7.5.1 of this Bid Proposal Form is required to complete the **Named Subcontractor Bidder's Qualification Statement** in section 00 45 17. To facilitate compliance with this requirement, the three (3) apparent low bidders will have **ten** (10) calendar days, from the bid opening date, to submit the completed **Named Subcontractor Bidder's Qualification Statement** as required in section 00 45 17. This information will be considered as part of your Bid Proposal Form and failure to comply with any portion of this requirement will be **cause to reject** your bid.

4.7.2 The **Objective Criteria for Evaluating Bidders** that are included in Division 0, Section 00 45 15, of this Project Manual, is to assure that the State of Connecticut will secure the "lowest

SAMPLE

responsible and qualified bidder" who has the ability and capacity to successfully complete the Bid Proposal Form and the Work.

4.8 NONDISCRIMINATION AND LABOR RECRUITMENT:

4.8.1 The Contract is subject to the provisions of Executive Order No. Three of Governor Thomas J. Meskill, promulgated June 16, 1971, concerning labor employment practices, Executive Order No. Seventeen of Governor Thomas J. Meskill, promulgated February 15, 1973, concerning the listing of employment openings and Executive Order No. Sixteen of Governor John G. Rowland promulgated August 4, 1999, concerning violence in the workplace, all of which are incorporated into and are made a part of the Contract as if they had been fully set forth in it. At the Contractor's request, the Client Agency shall provide a copy of these orders to the Contractor. The Contract may also be subject to Executive Order No. **7C** of Governor M. Jodi Rell, promulgated July 13, 2006, concerning contracting reforms and Executive Order No. 14 of Governor M. Jodi Rell, promulgated April 17, 2006, concerning procurement of cleaning products and services, in accordance with their respective terms and conditions.

4.9 FEDERAL & STATE WAGE DETERMINATIONS:

4.9.1 The U. S. Secretary of Labor's latest decision and the State of Connecticut Wage Schedule are all incorporated in the documents. The higher rate (Federal or State) for any given occupation shall prevail. At the time of bidding, the bidder agrees to accept the current prevailing wage scale, as well as the annual adjustment to the prevailing wage scale, as provided by the Connecticut Department of Labor.

4.10 CERTIFICATION OF BIDDER REGARDING EQUAL EMPLOYMENT OPPORTUNITY & NON-SEGREGATED FACILITIES:

4.10.1 The General Contractor and Subcontractors are hereby advised that upon acceptance of their bids they are obligated to fill out within seven (7) calendar days the certification required pursuant to Executive Order No. 11246, and agree to certify to the compliance of non-segregated facilities.

4.11 EQUALS AND SUBSTITUTION REQUESTS PROCEDURES:

4.11.1 All submissions requesting "Equals and/or Substitutions" shall be made by the **Contractor** in accordance with **Article 15** of the **General Conditions** and **Section 01 25 00** of the **General Requirements**. All submissions shall contain all the information necessary for the Department of Construction Services to evaluate the submission and the request. Failure to submit sufficient information to make a proper evaluation, including submittal of data for the first manufacturer listed as well as the data for the "Equals and/or Substitutions" proposed, shall result in a **rejection** of the submission and request. Upon receipt of the submission and request the Department of Construction Services shall notify the Contractor the request has been received and as soon as possible shall render a decision on such submission and request.

4.11.2 **Pre-Bid Opening Substitution of Materials and Equipment:** The Owner will consider requests for equals or substitutions *if* received **fourteen** (14) days *prior* to the **Bid Opening**. The **Equal or Substitute Product Request Form 7001** must be used to submit request. This **form** may be found in the **CT DCS Website** under **Forms**.

4.11.3 Request for Equal or Substitution shall be submitted to the **CT DCS Project Manager and Architect or Engineer**.

4.11.4 Any substitution request not complying with requirements will be denied. Substitution request sent *after* the **deadline** will be denied.

4.11.5 An **Addendum** shall be issued to inform all prospective bidder of any accepted substitution in accordance with our addenda procedures.

4.11.6 No extension of time will be allowed for the time period required for consideration of any Substitution or Equal.

SAMPLE

4.11.7 **Post Contract Award Substitution Of Materials And Equipment:** All Requests For "Equals And Substitutions" *after* the Award of the Contract shall be made *only* by the **General Contractor** in accordance with Article 15, Materials: Standards, Section 00 72 00 General Conditions Of The Contract For Construction.

5.0 ACCOMPANYING THIS PROPOSAL IS:

5.1 **A CERTIFIED CHECK** drawn to the order of – Treasurer, State of Connecticut, in the which it is understood shall be cashed and the proceeds thereof used so far as may be necessary to reimburse the State of Connecticut for losses and damages arising by virtue of my (our) failure to file the required Bonds and execute the required contract if this proposal is accepted by the Awarding Authority.

OR

5.2 **A BID BOND** having as surety thereto a Surety Company or Companies authorized to transact business in the State of Connecticut and made out in the penal sum of 10% of the bid.

5.3 CHECKLIST OF INCLUDED ITEMS WITH BID PROPOSAL AT TIME OF BID PROPOSAL SUBMITTAL:

	IMPORTANT:	
Item	**A.** All forms below must be either uploaded to the DAS website as indicated or included when you submit your bid package. **B.** Failure to submit any of items marked below with an asterisk (*) shall cause rejection of the bid and shall not be considered a minor irregularity under CGS 4b-95.	**Location**
Include the following in Bid Package to DAS Procurement Services:		
1*	Bid Proposal Form*	**00 41 00**
2	Appropriate Certificate (of authority)	**00 40 14**
3*	Department of Administrative Services Pre-qualification Certificate*	**00 40 15**
4*	Department of Administrative Services Update Statement *	**00 40 15**
5*	Standard Bid Bond or Certified Check*	**00 43 16**
6*	General Contractor Bidder's Qualification Statement	**00 45 14**
7*	SEEC Form 10	**SEEC Website**
Upload the following to the DAS Website prior to, or at time of, Bid Proposal:		
1*	Ethics Affidavit (Regarding State Ethics) (New July 1, 2005)	**OPM Website**
2*	Gift and Campaign Contribution Certification	**OPM Website**
3*	Consulting Agreement Affidavit	**OPM Website**
4*	Nondiscrimination Certification	**OPM Website**

SAMPLE

6.0 I (we), the undersigned, hereby declare that I am (we are) the only person(s) interested in the Bid Proposal and that it is made without any connection with any other person making any Bid Proposal for the same work. No person acting for, or employed by, the State of Connecticut is directly or indirectly interested in this Bid Proposal, or in any Contract which may be made under it, or in expected profits to arise therefrom. This Bid Proposal is made without directly or indirectly influencing or attempting to influence any other person or corporation to bid or refrain from bidding or to influence the amount of the Bid Proposal of any other person or corporation. This Bid Proposal is made in good faith without collusion or connection with any other person bidding for the same work and this proposal is made with distinct reference and relation to the plans and specifications prepared for this Contract. I (we) further declare that in regard to the conditions affecting the Work to be done and the labor and materials needed, this Bid Proposal is based solely on my (our) own investigation and research and not in reliance upon any representations of any employee, officer or agent of the State.

7.0 Each **class of Work** set forth in a separate section of the specifications pursuant to this Section shall be a **subtrade** designated in Schedule 7.5.1 of this Bid Proposal Form and shall be the matter of a **subcontract** made in accordance with the procedure set forth in this chapter.

7.1 The undersigned proposes to furnish all labor and materials required for
Project Number: _____
Project Title:

in accordance with the accompanying Plans and Specifications
Prepared by:

_____
Engineer/Architect

for the Contract Sum specified in Section 7.3 subject to **additions** and **deductions** according to the terms of the specifications.

7.2 This Bid Proposal includes _____ number of **Addenda/Addendum.**

7.2.1 The **Contractor is to fill in item 7.2 above**, acknowledging the number of Addenda that the Contractor is including in the Bid Proposal Form. Failure to acknowledge all **addenda** in the space provided in the Bid Proposal Form shall be cause for **rejection** of the bid.

7.3 **THE PROPOSED CONTRACT PRICE IS AS FOLLOWS:**

$ [ ][ ] , [ ][ ][ ] , [ ][ ][ ] . [ ][ ]
(Place figures in appropriate boxes.)

_____ DOLLARS
(Written Amount)

INSTRUCTIONS: Following are three (3) versions of Paragraph 7.3.1. Choose the version which matches the requirements identified by paragraph 4.6 and unhighlight the text. Delete the other versions. Delete this box.

7.3.1 In Accordance With Section 4.6 Not Less Than ___**%** Of This Total Must be Awarded to Certified **Set-Aside Contractors**. **Failure** to Meet This Requirement Will Be Cause To **Reject** Your Bid.

OR

7.3.1 In Accordance With Section 4.6 Not Less Than ___**%** Of This Total Must be Awarded to Certified **Set-Aside** Contractors, including __ % **Minority Business Enterprises**. **Failure** to Meet This Requirement Will Be Cause To **Reject** Your Bid.

OR

7.3.1 In Accordance With Section 4.6 Not Less Than ___**%** Of This Total Must be Awarded to Certified **Minority Business Enterprise** Contractors. **Failure** to Meet This Requirement Will Be Cause To **Reject** Your Bid.

SAMPLE

7.4. NOT USED

INSTRUCTIONS: Following are two (2) versions of Paragraph 7.5. Choose the version which matches the requirements identified by the Project Manager on the Bid Release Form and unhighlight the text. Delete the other version. Delete this box. If there are no subtrades, you MUST delete Schedule 7.5.1 and instructions 7.5.2 through 7.5.5.

7.5 There are no specific Subtrades for this project.

OR

7.5 Subcontractors and their price must be listed for the trades identified in Schedule 7.5.1.

FAILURE TO PROPERLY COMPLETE THIS SECTION ACCORDING TO THE BELOW INSTRUCTIONS SHALL RESULT IN REJECTION OF THE BID.

The GC shall indicate the subcontractor name and contract value for the largest single subcontractor in each named sub trade.

SCHEDULE 7.5.1 – NAMED SUBCONTRACTORS

Description	Name of Subcontractor	Amount Dollars	Labor & Material Payment Bond	Performance Bond
1. Masonry	_____	$ _____	_____ %	_____ %
2. Electrical	_____	$ _____	_____ %	_____ %
3. HVAC	_____	$ _____	_____ %	_____ %
4. Mechanical* * (*except* HVAC)	_____	$ _____	_____ %	_____ %

On and after October 1, 2007, **no** person whose **subcontract** *exceeds* five hundred thousand dollars in value may perform work as a **subcontractor** on a project estimated to cost more than five hundred thousand dollars, *unless* the person is **prequalified** in accordance with section 4a-100, as amended by **Public Act 06-134**.

7.5.2 List the *name* and *price* of each **Named Subcontractor** that will perform the **work** of the trades *listed* in **Schedule 7.5.1**.

7.5.3 The **General Contractor** *may* list **itself** together with its **price (failure to provide both will be cause for rejection),** *if* it customarily performs any of the trades specified. *If* the General Contractor leaves the spaces for a specific "Trade Description" *completely blank*, it will be *assumed* that the General Contractor will perform that Work.

7.5.4 *If* the General Contractor requires a **Performance** and/or **Labor and Material Payment Bond**, *then* the General Contractor must indicate in Schedule 7.5.1 which of the Named Subcontractors are subject to this requirement. The amount (%) shall not exceed the Named Subcontractor's price listed in Schedule 7.5.1.

7.5.5 The undersigned *agrees* that each of the **Named Subcontractors** listed in Schedule 7.5.1 of the Bid Proposal Form will be used for the **Work indicated at the amount stated**, *unless* a **substitution** is permitted by the awarding authority as provided for in section 00 21 19 Notice to Bidders.

SAMPLE

INSTRUCTIONS: Following are two (2) versions of Paragraph 7.6. Choose the version which matches the requirements identified by the Project Manager on the Bid Release Form and unhighlight the text. Delete the other version. Delete this box.

7.6 There are no supplemental bids for this project.

OR

7.6 Any **Supplemental Bids** listed in schedule 7.6.1, *if* accepted by the Owner, will be taken cumulatively and in numerical order as scheduled. No Supplemental Bid will be skipped or taken out of numerical order as scheduled. Supplemental Bids: Division 1, Section 01 23 13 of the **General Requirements** identify and describe the Supplemental Bids as shown in Schedule 7.6.1.

SCHEDULE 7.6.1 – SUPPLEMENTAL BIDS
Supplemental Bid No.: 1 Provide all labor, material and equipment to complete the Work in accordance with Division 1, Section 01 23 13. ADD: _____ Dollars $ _____ . (Written Amount)
Supplemental Bid No.: 2 Provide all labor, material and equipment to complete the Work in accordance with Division 1, Section 01 23 13. ADD: _____ Dollars $ _____ . (Written Amount)
Supplemental Bid No.: 3 Provide all labor, material and equipment to complete the Work in accordance with Division 1, Section 01 23 13. ADD: _____ Dollars $ _____ . (Written Amount)
Supplemental Bid No.: 4 Provide all labor, material and equipment to complete the Work in accordance with Division 1, Section 01 23 13. ADD: _____ Dollars $ _____ . (Written Amount)
Supplemental Bid No.: 5 Provide all labor, material and equipment to complete the Work in accordance with Division 1, Section 01 23 13. ADD: _____ Dollars $ _____ . (Written Amount)

SAMPLE

INSTRUCTIONS: Following are two versions of paragraph 7.7. Choose the version which matches the requirements identified by the Project Manager on the Bid Release Form and unhighlight the text. Delete the other version. Delete this box.

7.7 **Contractor Provided Unit Prices** are not needed for this project.

OR

7.7 The **Contractor** shall provide **Unit Prices** for all of the items as listed in this Section. The Contractor shall coordinate all unit price items with Specifications and Contract Drawings.

Division	Section	Description	Estimated Quantities	Unit of Measure	Unit Price

7.8 The **undersigned** agrees that *if* selected as the General Contractor, I (we) shall, within **seven** (7) calendar days (legal State holidays excluded) *after* notification thereof by the awarding authority, *execute* a **Contract** in accordance with the terms of this Bid Proposal Form and Contract.

7.9 The undersigned agrees and warrants that they have made **good faith efforts** to employ **minority business enterprises** as **Subcontractors** and **suppliers** of materials under such Contract and shall provide the Commission on Human Rights and Opportunities with such information as is requested by the Commission concerning their **employment practices and procedures** as they relate to the current provisions of the Connecticut General Statutes governing Contract requirements.

8.0 CONFIDENTIALITY OF DOCUMENTS:

8.1 The **undersigned** agrees that if not selected as the General Contractor for this project, all plans and specifications in their possession for the project shall be destroyed.

8.2 The **undersigned** agrees that if selected as the General Contractor for this project:

8.2.1 The **plans and specifications** shall not be disseminated to anyone except for construction of this project.

8.2.2 The following **provision** shall be included in all of its contracts with subcontractors and sub-consultants:

> "Any and all drawings, specifications, maps, reports, records or other documents associated with the contract shall only be utilized to the extent necessary for the performance of the work and duties under this contract. Said drawings, specifications, maps, reports, records and other documents may not be released to any other entity or person except for the sole purpose of the work described in this contract. No other disclosure shall be permitted without the prior written consent of the Department of Construction Services. When any such drawings, specifications, maps, reports, records or other documents are no longer needed, they shall be destroyed."

8.2.3 Upon completion of the construction and the issuance of a certificate of occupancy, the plans and specifications shall be returned to the Department of Construction Services, or destroyed, or retained in a secure location and not released to anyone without first obtaining the permission of the Department of Construction Services.

9.0 A duly authorized representative of the Bidder or Bidder's partnership, firm, corporation or business organization must sign all Bid Proposals Forms.

SAMPLE

(NO FACSIMILE SIGNATURE IS PERMITTED).
ALL INFORMATION BELOW IS TO BE FILLED IN BY THE BIDDER.

Project Number _____

Firm Name _____
Complete BIDDER'S LEGAL COMPANY NAME

General Contractor's State of Connecticut, D.C.P. License/ Registration No. _____
(Applicable for Threshold Building projects only. Insert "N/A" if not applicable. Refer to page 1)

Firm Federal Employer Identification Number _____

Firm CT Tax Registration Number _____

Firm Address _____
Street City State Zip Code

Telephone Number _____

FAX Number _____

E-mail Address _____

Type of Business (check one):

____Corporation

____Limited Liability Corporation (**LLC**)

____Partnership

____Sole Proprietor

____Doing Business As (d/b/a), if yes, provide complete name **below:**

_____ _____

_____ _____

_____ _____

Corporate Seal, *if* a Corporation

Provide Exact Wording on Corporate Seal **below**:

This Bid Submission is **only** for Contractors who are **Certified** in the **DAS Prequalification Classification** noted in the **Invitation to Bid**.

A *Certificate (of Authority)* (Section 00 40 14) must be submitted with your Bid Proposal.

Signed this _____ **day of** _____ **20** _____

Bidder's Signature _____ _____
Duly Authorized Title

_____ _____
Print Name Date

SAMPLE

The apparent three low bidders are required to submit key supporting documents as noted below, while the apparent low bidder is required to submit his Affirmative Action Plan to CT DAS CHRO as noted below. If there are any delays in the receipt of these materials then the Bids shall remain valid for the same additional number of days. For example, since the apparent three low bidders are required to hold the bid price for ninety (90) calendar days and any extensions caused by the Contractor's delays in required submissions, if materials are submitted four (4) days later, then the bid shall remain valid for ninety-four (94) days.

Failure to meet the below stated deadlines may result in rejection of the bid at the sole discretion of the Commissioner of Construction Services.

NOTE: All of the following submittals shall be submitted directly to:
CT DAS Procurement Services,
Room No. G-35, State Office Building,
165 Capitol Avenue, Hartford, CT, 06106

Bid Submittal Time Line to CT DAS Procurement Services

SUBMITTALS **DUE** WITHIN 10 CALENDAR DAYS **AFTER** SET-ASIDE CONTRACTOR SCHEDULE REQUEST
(From the Apparent **Three** Low Bidders):

1. Section 00 73 27 Set-Aside Contractor Schedule
2. Listing of certified set aside contractors Subs with name, address, amount and whether a subcontractor or a supplier or both
3. DAS Set-Aside Subcontractor Certificate of Eligibility (SBEs & MBEs)
4. Section 00 45 17 Named Subcontractor Bidder's Qualification Statements
5. Named Subcontractor's DAS Prequalification Certificate, when applicable

SUBMITTALS **DUE** WITHIN 15 CALENDAR DAYS **AFTER** REQUEST FOR AFFIRMATIVE ACTION PLAN AND EMPLOYMENT INFORMATION LETTER
(From the **Apparent Low Bidder**):

1. Affirmative Action Plan to CT DAS CHRO
2. Affirmative Action Plan Transmittal Letter Copy to CT DAS Procurement Services
3. Section 00 73 53 Affidavit for Certified Subcontractors as MBEs
4. Section 00 73 44 Wage Certification to DOL
5. On your letterhead, list of all named subcontractors, address and contact person
6. Scope Review conducted

SUBMITTALS **DUE** WITHIN 10 BUSINESS DAYS **AFTER** THE LETTER OF INTENT:

1. Section 00 62 16 Insurance Certificate Form
2. Section 00 92 10 Performance Bond
3. Section 00 92 10 Labor & Material Bond
4. Section 00 92 10 Surety Sheet
5. Power of Attorney from the Surety Company
6. Section 00 40 14 Certificate (of authority)
7. Asbestos Abatement Liability Insurance (for asbestos abatement only)
8. Motor Vehicle Pollution Liability for Asbestos Abatement (for asbestos abatement only)
9. Section 00 92 10 Non-Residents Certificate - DRS — Guarantee Bond (form AU-766)
10. Section 00 92 10 Bidder's Certificate: Financial Position & Corporate Structure
11. Section 00 52 03 Contract
12. Section 00 52 73 Subcontractor Agreement Form (Named & Listed)
13. Affidavit Regarding State Ethics – for each Named Subcontractor
14. Certificate of Legal Existence from Corporations

END OF SECTION

SAMPLE